

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 300 - 500: Expenditures

Page 356.01

SECTION 356: ALLOTMENT ADVICE, SAFORM A-15

1. Purpose. The primary use of this form is to record allotments for capital improvement projects and certain other allotments not subject to the quarterly allotment process. This form may also be used to transfer or restrict an allotment.
2. Prepared By.
 - (a) Department of Planning and Economic Development for capital improvement projects.
 - (b) Department of Budget and Finance for other than capital improvement projects.
3. Frequency. As required.
4. Distribution.
 - (a) Copy #1 - To department.
 - (b) Copy #2 - To DAGS Accounting Division.
 - (c) Copy #3 - To Department of Budget and Finance.
 - (d) Copy #4 - To Department of Planning and Economic Development.
 - (e) Copy #5 - To Governor's Office.
5. Central Accounting. DAGS Accounting Division uses Copy #2 of this form to enter the allotment transactions to the State's appropriation/allotment accounting records.

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SECTION 356: ALLOTMENT ADVICE, SAFORM A-15

ITEM NO.	DATA AND DATA INSTRUCTIONS
A	NOTE: Instructions for some data fields have been purposely omitted because they are considered self-explanatory. These fields are keyed with the letter A . .
1	ADVICE NO. - Enter the advice number assigned by the Department of Budget and Finance.
2	TO: - Enter the addressee of the advice.
3	DATE: - Enter the date (month, day, year) the form is prepared.
4	ENTRY - Enter the entry letter to identify each line entry. 1. The entry letter should be assigned in alphabetical sequence. 2. There must not be a duplicate assignment of entry letters within a form.
5	UNIFORM ACCOUNTING CODE - Enter the uniform accounting code for each line entry.
a	TR - Enter the transaction code.
b	F - Enter the fund code.
c	YR - Enter the year code.
d	APP - Enter the appropriation account code.
e	D - Enter the department code.
f	S/D - Enter the subdivision code (optional).
6	RESTRICTION - Enter the restriction code as prescribed by DAGS Accounting Division. Examples are: 9988 - Regular Account 9989 - Restrict Account
7	ITEM - Enter the item number assigned to the project in the act that is applicable to the line entry.

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SECTION 356: ALLOTMENT ADVICE, SAFORM A-15

ITEM NO.	DATA AND DATA INSTRUCTIONS
⑧	TITLE AND PURPOSE OF ALLOTMENT - Enter the title and purpose of the allotment.
⑨	AMOUNT - Enter the amount of the allotment. Negative amounts (decrease) must be in brackets.

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SECTION 356: KEYED TO INSTRUCTIONS FOR SAFORM A-15

STATE OF HAWAII											
ALLOTMENT ADVICE											
								ADVICE NO. 1 8-13			
TO: 2								DATE: 3 19			
UNIFORM ACCOUNTING CODE								RESTRICTION	ITEM	TITLE AND PURPOSE OF ALLOTMENT	AMOUNT
18	19-20	21	22-23	24-26	27	28-30	31-34			44-54	
4	a	b	c	d	e	f	6	7	8	9	

RECOMMENDED FOR APPROVAL:

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Director of Planning & Economic Development

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Director of Budget and Finance

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GOVERNOR, STATE OF HAWAII

STATE ACCOUNTING FORM A-15
JULY 1, 1974 (Revised)

February 1, 1978