SECTION 569: SUMMARY WARRANT VOUCHERS PAYABLE TO STATE DIRECTOR OF FINANCE

1. General Description. Normally, SUMMARY WARRANT VOUCHERS (SWVs) are
    submitted for payment to vendors and other types of payees. In some cases,
    however, departments and agencies submit SWVs for intra-State payments
    made payable to the State's Director of Finance, so that the payments can
    be deposited to the State Treasury without intermediate endorsement. This
    section, therefore, describes the procedures to be followed by
    departments and agencies to assure that warrants are properly forwarded to
    the receiving department or agency for deposit, or directly to
    DAGS Accounting Division for deposit.

2. Procedures. The following procedures are provided for application in each
    case:

    (a) Warrants to Receiving Department or Agency. For the following types
         of transactions, the SWVs should make the warrant payable to:

                   Director of Finance, State of Hawaii
                   Account of (name of receiving department or agency)

         (1) Expenditure-type transactions between funds, between departments.
              These cases include transaction codes 21, 22, and 24, with object
              codes 9110, 9111, 9112, or 9113 (whichever is appropriate).

         (2) Expenditure-type transactions between funds, but within the same
              department or agency. These cases include transaction codes 21,
              22, and 24, with object codes 9110, 9111, 9112, or 9113 (whichever
              is appropriate).

         (3) Reimbursements between departments. These cases include trans-
              action codes 21, 22, and 24.

         (4) Reimbursements within the same department or agency. These cases
              include transaction codes 21, 22, 23, and 24.

    (b) Warrants to DAGS Accounting Division. For transfer within the same fund,
         between departments or agencies, use transaction code 37, with "9999"
         in the object-of-expenditure field; the SWVs should make the warrant
         payable to:

                   Director of Finance, State of Hawaii
                   Attention: DAGS Accounting Division

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