SECTION 832: APPLICATION FOR INVESTMENTS, SAFORM A-30

1. Purpose. The purposes of this form are:

   (a) To serve as a request by departments for approval by the Director of Finance to purchase time certificates of deposit and other short-term cash investments based on availability of surplus funds. For agencies other than Finance Division (Director of Finance), the request is limited to Special Funds, Bond Fund-Revenue Bonds, and Trust and Agency Funds.

   (b) To serve as an input document to record the purchase of investments with cash equity funds. For the purchase of investments from cash equity funds, Transaction Code 471 is used.

2. Prepared By. B&F Finance Division or other departments.

3. Frequency. As required.

4. Distribution.

   (a) When this form is prepared by B&F Finance Division and approved by the Deputy Director of Finance, the copies are distributed as follows:

      (1) Copy #1 - Retained by B&F Finance Division.

      (2) Copy #2 - To B&F EDPD.

      (3) Copy #3 - To Comptroller (Accounting Division).

      (4) Copy #4 - Accounting Division maturity copy, to be used to input the maturity transaction.

      (5) Copy #5 - Extra copy.

   (b) When this form is prepared by a department, a photocopy is retained by the department and all five copies are forwarded to the B&F Director of Finance for approval and distribution as follows:

      (1) Copy #1 - Retained by B&F Finance Division.

      (2) Copy #2 - B&F EDPD.

      (3) Copy #3 - Comptroller (Accounting Div.).

      (4) Copy #4 - Accounting Division maturity copy, to be used to input the maturity transaction.

      (5) Copy #5 - Departmental copy, to Accounting Division then returned to the department.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
(1)	APPLICATION FOR INVESTMENTS - Title of form.
(2)	FOR B&F USE ONLY - Enter "X" in box if correction is being made.
(3)	REQUESTING AGENCY - DEPT. - Enter name of requesting department.
(4)	REQUESTING AGENCY - DIVISION - Enter name of the division within the department.
(5)	REQUEST DATE - Enter the date of the request (Use MM/DD/YY).
(6)	AMOUNT OF PURCHASE - Enter the amount of the purchase being requested.
(7)	INVESTMENT PERIOD - Enter the period "FROM" and "TO" for which the investment is being purchased (Use MM/DD/YY). (Note: Accounting entries for maturities of TCDs, using transaction code 472 will be input by Central Accounting, using copy #4 of the approved form. Departments are requested to verify the maturity transactions in their Daily Register of Transaction Posted, MBP 405, after maturity of TCD.)
(8)	APPROPRIATION TO BE CHARGED - Enter the title of the appropriation account to be charged. Note - Multiple account combinations (combining more than one account for an investment) are permitted only under the following conditions: 1. To qualify for the higher interest rates earned on investments of $100,000 or more; or 2. The total investment will not exceed $500,000.
(9)	ACCOUNT CODE TO BE CHARGED - Enter the following data: SFX - Two-digit consecutive suffix number beginning with "01". TC - Three-digit transaction code. F - One-digit fund code. YR - Two-digit fiscal year code. APP - Three-digit appropriation account code.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
	D - Two-digit department code.
	ALLOT CAT - Not applicable.
	COST CENTER - Optional; four-digit cost center.
	PROJECT NUMBER/PH - Optional; six digit project number and two-digit project phase.
	DEPT ACT - Optional; three-digit department activity code.
	SUBSIDIARY LEDGER A/C - Enter the six-digit investment subsidiary ledger account number. (Examples: 040001 for certificates of deposits and 040002 for repurchase agreements.)
	AMOUNT - The amount to be charged for each account code.
(10)	INTEREST TO BE CREDITED - Enter the title of the appropriation code to be credited for interest.
(11)	ACCOUNT CODE TO BE CREDITED - Enter the following data for the appropriation account to be credited.
	F - One-digit fund code.
	YR - Two-digit fiscal year code.
	APP - Three-digit appropriation account code.
	D - Two-digit department code.
	COST CENTER - Optional; four digit cost center.
	PROJECT NUMBER/PH - Optional; six digit project number and two-digit project phase.
	DEPT ACT - Leave blank.
(12)	SIGNATURE: - Certification signature by fiscal officer or his designated representative and date.
(13)	KIND OF PURCHASE - Enter "X" in one of the boxes that identifies the kind of investment to be purchased.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
(14)	NUMBER - Enter the assigned ten-digit identification number of the document.
(15)	INTEREST RATE - Enter the interest rate of the investment.
(16)	OTHER - Indicate type of "Other" investment.
(17)	INVESTED AT - Enter "X" in one of the boxes that identifies the bank or savings and loan company from which the investment was purchased.
(18)	REMARKS - Enter appropriate remarks.
(19)	EXECUTED AS APPLIED FOR - Signature of approval of the Deputy Director of Finance or his designated representative.
(20)	DATE OF ACTION - Enter the date (MM/DD/YY) as approved by the Deputy Director of Finance.
(21)	COMPTROLLER DATE/NUMBER - The Comptroller number is entered by B&F. The Comptroller date is entered by Accounting Division.

SECTION 832: APPLICATION FOR INVESTMENTS, SAFORM A-30

STATE OF HAWAII

① **APPLICATION FOR INVESTMENTS**

TYPE OR PRINT	FOR B & F USE ONLY: ② ☐ CORRECTION

1. REQUESTING AGENCY — DEPT ③	2. REQUESTING AGENCY — DIVISION ④	3. REQUEST DATE MM DD YY ⑤

4. AMOUNT OF PURCHASE ⑥	5. INVESTMENT PERIOD MM DD YY ⑦ MM DD YY
	FROM TO

6A. APPROPRIATION TO BE CHARGED ⑧

6B. ACCOUNT CODE TO BE CHARGED ⑨

SFX	TC	F	YR	APP	D	ALLOT CAT	COST CENTER	PROJECT NUMBER	PH	DEPT ACT	SUBSIDIARY LEDGER A/C	AMOUNT	
XX	XXX	X	XX	XXX	XX	XX	XXXX	XXXXXX	XX	XXX	XXXXXX	XXXXXXXXXX	XX

7A. INTEREST TO BE CREDITED ⑩

7B. ACCOUNT CODE TO BE CREDITED ⑪

A NEW APPLICATION WILL BE FILED WITH THE DIRECTOR OF FINANCE PRIOR TO THE MATURITY DATE OF THE INVESTMENT; OTHERWISE IT IS AGREED THAT THE PRINCIPAL AND INTEREST WILL BE DEPOSITED IN A COMMERCIAL ACCOUNT.

8. WE CERTIFY THAT THERE ARE SUFFICIENT FUNDS IN THE APPROPRIATION TO BE CHARGED FOR THE PURPOSE OF THE ACTION REQUESTED HEREIN. ⑫

SIGNATURE: FISCAL OFFICER   DATE

FOR DIRECTOR OF FINANCE USE ONLY

9. KIND OF PURCHASE (Check One Only) ⑬	10. NUMBER ⑭	11. INTEREST RATE ⑮
1 ☐ TIME CERTIFICATE OF DEPOSIT		%
2 ☐ REPURCHASE AGREEMENT		%
3 ☐ OTHER ⑯		%

12.

⑰ 01 ☐ BANK OF HAWAII   21 ☐ AMERICAN SAVINGS & LOAN ASSOCIATION
02 ☐ FIRST HAWAIIAN BANK   22 ☐ FIRST FED. SAVINGS & LOAN OF AMERICA
03 ☐ FIRST INTERSTATE BANK   23 ☐ HONOLULU FEDERAL SAVINGS & LOAN ASSN.
04 ☐ CENTRAL PACIFIC BANK   24 ☐ INT'L. SAVINGS & LOAN ASSN., LTD.
05 ☐ CITY BANK   25 ☐ PEOPLE'S SAVINGS & LOAN ASSOCIATION
06 ☐ HAWAII NATIONAL BANK   26 ☐ PIONEER FED. SAVINGS & LOAN ASSN. OF HI
07 ☐ LIBERTY BANK   27 ☐ STATE SAVINGS & LOAN ASSOCIATION
08 ☐ BANK OF HONOLULU   28 ☐ TERRITORIAL SAVINGS & LOAN ASSOCIATION
09 ☐   29 ☐

13. REMARKS ⑱	16. COMPTROLLER ㉑
	DATE NUMBER
	MM DD YY XXXXXXXX

14. EXECUTED AS APPLIED FOR ⑲	15. DATE OF ACTION MM DD YY ⑳	
SIGNATURE: DEPUTY DIRECTOR OF FINANCE		

STATE ACCOUNTING FORM A-30
MARCH 1, 1984

July 1, 1984