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COMPTROLLER'S MEMORANDUM NO. 2015-29

TO: Heads of Departments
ATTN: Administrative and Fiscal Offices
FROM: Douglas Murdock, Comptroller
SUBJECT: Electronically Transmitted Invoices

Section 40-56, Hawaii Revised Statutes, allows the Comptroller to accept "electronically-transmitted" invoices and supporting documents. Effective the date of this memo, electronically-transmitted invoices and supporting documents will be accepted to support contract and vendor payments. Electronically-transmitted invoices must be sent from the vendor to the department through email, fax, or downloaded and printed from the vendor's website.

The invoice must be clearly legible, in a generally accepted invoice format and must contain the following information:

- Name of payee;
- Remittance address;
- Description of the goods/services provided;
- Amount of payment requested for the described goods/services.

Each invoice, when printed, must be date stamped by the department with the date the invoice was electronically received.

It is the Department's responsibility to establish procedures to accept electronically-transmitted invoices and to set up controls to prevent double-payment of these invoices.

This memorandum only addresses invoices that are transmitted electronically by vendors. Refer to Comptroller's Memorandum No. 2007-20 for the requirements for original invoices not transmitted electronically and for documentation required for travel and other reimbursements.

Should you have questions regarding this memo, please contact Marian Izumi, Pre-Audit Vouchering Supervisor, at 586-0661.