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September 19, 1997

PROCUREMENT CIRCULAR NO. 1997-10

To: Chief Procurement Officers
        Heads of the Executive Departments (Except DOE, OHA and UH)

Subject: Annual Inventory Reporting Requirements

The purpose of this circular is to clarify the annual inventory reporting requirements for the State and counties pursuant to Chapter 103D, Part XII, HRS and Chapter 3-130, HAR.

Annual inventory reporting requirements for the State:

1. Annual Summary of Inventories Report AGS Form 17-B.
    a. Summary of nonexpendable state property on hand as of July 1, includes the following:
        - Real Property (Land and Buildings);
        - Equipment (property having a unit cost of $250 or more with a useful life of more than one year).
    b. Summary of nonexpendable state property disposed during the reporting fiscal year.
    c. Summary dollar values of expendable state property on hand as of July 1.

2. Annual Inventory Report of Property MDB Report 020.
    Printout by detail item description and carrying value of all nonexpendable state property on hand as of July 1 and disposed of during the reporting fiscal year.

3. Inventory of Material and Supplies AGS Form 16.
    Summary dollar values of expendable state property on hand as of July 1.

PROCUREMENT CIRCULAR NO. 1997-10
September 19, 1997

Annual inventory reporting requirements for the counties:

1. Annual Detail Inventory of Property AGS Form 17.
   a. Detail item description and carrying value of nonexpendable state property on hand as of July 1, includes the following:
      - Real Property (Land and Buildings);
      - Equipment (property having a unit cost of $250 or more with a useful life of more than one year).
   b. Detail item description and carrying value of nonexpendable state property disposed during the reporting fiscal year.

Should you have any questions, please call Ron Omura of the Inventory Management Office at 831-6756.

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