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EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION
OFFICE OF ECONOMIC RECOVERY
AND REINVESTMENT (ARRA)

October 27, 2010

FINANCE MEMORANDUM

MEMO NO. 10-11

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Federal ASAP System

The Federal Automated Standard Application for Payments (ASAP) system, under the U.S. Treasury/Financial Management Service, is used to draw and pay certain federal grant awards to the state. The agency receiving the federal award, designates the ASAP Officials on-line: Head of Organization designates the Authorizing Official and the Financial Official.

In the past, agencies have designated various positions to be the Financial Official – some have used Director of Finance, some used Treasury Manager, and others have used an agency fiscal person. According to the ASAP Help Desk, the state can decide who they will designate as the Financial Official. The Financial Official is responsible for entering the bank account information for the recipient organization.

Going forward, agencies may designate an agency position to be the Financial Official for the award. That person should be different from the Authorizing Official and that person should contact the Funds Custody Manager in the State Treasury at B&F, to obtain the proper bank information prior to input into the ASAP system.

Agencies should also notify the State Treasury via memo to the Director of Finance whenever they start receiving federal award funds electronically, per B&F standards (State Treasury Requirements for Electronic Deposits). Include a description of the grant award and the Federal agency administering the award.

Should you have any questions, please have your staff contact Mr. Scott Kami, Administrator, Financial Administration Division, at 586-1612. Thank you for your cooperation in this matter.