

**STATE OF HAWAII
REQUISITION & PURCHASE ORDER
DEPARTMENT OF HEALTH**

Haz Eval & Emerg Resp Office

ORGANIZATION

HTH 849

FUNCTION AND ACTIVITY

NOTICE TO VENDORS

Conditions of purchase are listed on the back side of this purchase order. Please read carefully. Payments may be delayed if all steps are not followed.

MELODY CALISAY (BU 13)
c/o Department of Health
Honolulu, HI 96814-4920

The State of Hawaii is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer. We encourage the participation of women and minorities in all phases of employment.

PURCHASE ORDER NO. **00730660**

Date 04 21 2003

Deliver Before _____

DELIVERY ADDRESS

Haz Eval & Emerg Resp (HEER)
919 Ala Moana Boulevard, Room 206
Honolulu, HI 96814-4920

BILLING ADDRESS

(Same as above)

QUAN.	UNIT	DESCRIPTION	OBJECT	UNIT PRICE	AMOUNT
		MEAL ALLOWANCE FOR SAME DAY INTRA-ISLAND TRAVEL. DESTINATION: HNL/LIHUE/HNL DATE: 4/23/03, DEP. 7:58 A.M., RTN. 8:01 P.M. PURPOSE: ATTEND COMMUNITY INVOLVEMENT MEETING FOR ANAHOLA PROJECT FAITH SITE	4310		20.00
		PARKING			10.00
TOTAL					30.00

Keith E. Kawaoka
Keith E. Kawaoka

REQUISITIONER

586-4249

TELEPHONE

6-13-03

VOUCHER
NUMBER

AUTHENTICATED BY:

AUTHORIZED SIGNATURE

GOODS/SERVICES RECEIVED IN GOOD ORDER AND CONDITION BY

DATE

REQUISITION NO.	
00000221 -	
VENDOR	
NUMBER	SFX
XXXXXXXXXX	XX
0556878561 00	

FOR DEPARTMENT USE ONLY

SFX	TC	F	YR	APP	D	OBJECT	CC	PROJ NO.	PH	ACT	ESTIMATED COST	ACTUAL COST	M	R	OPT DEPT DATA
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XX	XX	XXXXXXXXXXXX
01	621	S	03	236	H	4310		000249	03	371	30.00	30 -			

Worksheet

For Taxable Subsistence Allowance

for Same Day Travel

A. Employee Name Melody Calisay S.S. # 556-87-8561 Payroll # H05 *

B. Date of Travel 4/23/03

C. Destination Kauai

D. Total Subsistence Allowance Claimed Pay Code-T \$ 20.00

* The payroll number can be obtained from block 13 of the employee's SF-5.

Distribution:

1. 1 copy attached to the pink purchase order when processing the subsistence allowance for payment.
2. 1 copy for the employee.

Revised: 07/13/99