

University of Hawai'i  
Request to Accept Electronic Payments

1. Describe the service or items being sold and the targeted customer base.
2. Estimate the annual sales volume. Is sales volume constant from month to month?
3. Was a UBIT review done by Property and Fund Management Office? Is this service or items being sold exempt from taxes?
4. Cite the legal authority that permits your campus/department to collect and deposit receipts.
5. Briefly describe your department's internal controls and procedures for handling cash receipts.
6. Describe computer infrastructure, security measures in place, and software applications used to process electronic payments.
7. List the department name, contact person, billing address, phone and facsimile numbers, and email address.