ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 05-1

TO: University Administrators and Chancellors

FROM: Sam Callejo
Vice President for Administration

SUBJECT: ADMINISTRATIVE PROCEDURE A8.701, RECEIPTING AND DEPOSITING OF FUNDS RECEIVED BY THE UNIVERSITY

January 21, 2005

Transmitted herewith is the Administrative Procedure A8.701, Receipting and Depositing of Funds Received by the University. Major revisions include:

- Clarified procedures for depositing credit card collections and receipting of electronic funds transfers (EFT).
- New procedure on handling counterfeit currency.

Position titles are also updated to reflect changes in the University administration. A8.701 is available on-line at:
http://www.sypa.hawaii.edu/sypa/apm/treas/a8701.pdf

If you have any questions regarding this procedure, please contact Wendall Ho at 956-2144 or email wendall@hawaii.edu.