ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 06-11

TO: University Administrators and Chancellors

FROM: Howard Todo
Vice President for Budget and Finance
Chief Financial Officer

SUBJECT: ADMINISTRATIVE PROCEDURES:
A8.838 – CONTRACT ENCUMBRANCE AND PAYMENT
A8.861 – AUTHORIZATION FOR PAYMENT

Transmitted herewith are the revised A8.838 – Contract Encumbrance and Payment and A8.861 – Authorization for Payment. These revisions serve to update the procedures to be used to encumber and process payments. These revisions include:

- Removal of the section dealing with contract payments in A8.861.
  The procedures for processing contract payments are now covered in A8.838.

- Changes made to the unit’s checking accounting classification from imprest checking accounts to departmental checking accounts.

- Clarification of State of Hawai’i compliance requirements for final payment.

- Availability of PDF fillable forms on-line.

The administrative procedure is available on the Worldwide Web (WWW) in an Adobe/Acrobat format at http://www.hawaii.edu/apis/apm/sysap.html.

Should you have any questions, please call the Disbursing Office at 956-7126.