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UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

March 8, 2007

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 07-02**

**TO:** University Administrators and Chancellors

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

**SUBJECT: ADMINISTRATIVE PROCEDURE A8.808 – BANK WIRE TRANSFER**

Transmitted herewith is the new Administrative Procedure A8.808 - Bank Wire Transfer.

This procedure provides guidelines to process electronic funds transfer to pay vendors by electronic means and to record these transactions in FMIS.

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.