



August 11, 2008

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 08-03**

TO: University Administrators and Chancellors

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

SUBJECT: **REVISED ADMINISTRATIVE PROCEDURES**  
A8.844 Departmental Checking Accounts - Overview  
A8.846 Departmental Checking Account Disbursement Procedures  
A8.848 Special Departmental Checking Account Procedures

Transmitted herewith are the Administrative Procedures A8.844 Departmental Checking Accounts – Overview, A8.846 Departmental Checking Account Disbursement Procedures, and A8.848 Special Departmental Checking Account Procedures.

The purpose of these revisions is to implement the provisions of the Section 40-1, Hawaii Revised Statutes that were amended by the State Legislature. The amendments granted the University greater flexibility in preauditing payments and enabled a delegation of payment processing to the departments.

The revisions will allow departments to preaudit and make Departmental Check System (DCS) payments in ePurchasing up to \$1,000 in accordance with all applicable laws, State policies and procedures, and University policies and procedures. These revisions also streamline the approval process and provide prompt payments to vendors. The supporting documents for payments will be maintained by the departments and retained for the period prescribed in the State's General Records Schedule.

The administrative procedures are available on the World Wide Web (www) in an Adobe/ Acrobat format at <http://www.hawaii.edu/apis/apm/sysap.html>.

Should you have any questions, please call Michael Wong at 956-8575.