


UNIVERSITY OF HAWAII

SENIOR VICE PRESIDENT FOR ADMINISTRATION

February 1, 2001

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 01-2

TO: Senior Vice President and Executive Vice Chancellor
Senior Vice Presidents and Chancellors
Senior Vice Presidents
Vice Presidents
Chancellor
Executive Director
Manoa Deans and Directors
Directors

FROM: Eugene S. Imai 
Senior Vice President for Administration

SUBJECT: **Administrative Procedures**

Administrative Officers have been informed of the availability of the following Administrative Procedures on the Worldwide Web (WWW) in Adobe/Acrobat format. Those units that do not have access to the Web may contact their respective Administrative Officer for a hard copy.

- A8.844 Departmental Checking Account - Overview
- A8.845 Procedures to Establish, Close and Change Custodian/Alternate
- A8.846 Departmental Checking Account Disbursement Procedures
- A8.847 Reconciliation of Departmental Checking Account
- A8.848 Special Department Checking Account Procedures

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