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UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION  
AND CHIEF FINANCIAL OFFICER

January 18, 2002

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-1**

TO: University Administrators and Chancellors

FROM: James R. W. Sloane  
Vice President for Administration and  
Chief Financial Officer

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

Administrative Procedure A8.701, Receipting and Depositing of Funds Received by the University has been updated and is available on-line at <http://www.hawaii.edu/svpa/apm/treas/a8701.pdf>.

The three-part Departmental Deposit form (FMIS-5) has been replaced with a one-part fillable form. It is available at <http://www.fmo.hawaii.edu/FMIS/formfair.html>.

The new form simplifies correcting typographical errors and is available to all your departments with Internet access. There are also some basic edit functionality and footing total calculation built in. The new form was designed with the purpose of enhancing the accuracy of the data recorded in FMIS.

Other changes to the APM are:

- Reimbursement to general funds (REX) must be recorded in the same fiscal year. Deposits received after the published fiscal year end deadline must be deposited to the State general fund.
- Departments must now assign document number.
- References to locked bags have been changed to sealed bags. The University, at the request of Bank of Hawai'i, converted to disposable moneybags in September 2000.

If you have questions regarding this procedure, please call Wendall Ho; phone number 956-2144 or email [wendall@hawaii.edu](mailto:wendall@hawaii.edu).