



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

May 29, 2002

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-11

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 threshold for transmittal of bank deposit bags via campus security guards has been increased from \$100 to \$1,000. Additionally, if the deposit consists of only checks and the amount is greater than \$1,000, departments have discretion of utilizing campus security guards for delivery.

The changes are intended to provide departments flexibility in transmitting deposits to the campus business office.

These suggestions were recommended by the Mānoa AO/FO group.

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