


UNIVERSITY OF HAWAII

Vice President for Administration

September 22, 2005

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 05-05

TO: University Administrators and Chancellors

FROM: Sam Callejo 
Vice President for Administration

SUBJECT: **NEW ADMINISTRATIVE PROCEDURE A8.622,
UNIVERSITY ENDOWMENTS**

The University's external auditor has recommended that we develop procedures to address the management of University Endowment Funds.

This procedure will apply only to those units with endowment funds held by the University and provides guidance in the recording and reporting of endowment fund proceeds and expenditures. Additionally, this procedure should provide you with an accurate picture of resources available to, and the financial position of your departments' endowment.

Administrative officers were notified of the availability of this administrative procedure via the administrative procedure listserv. 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 General Accounting and Loan Collection Office at 956-8278.