




UNIVERSITY OF HAWAII

Vice President for Administration
Office of the President

January 21, 2005

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 05-1

TO: University Administrators and Chancellors

FROM: Sam Callejo 
Vice President for Administration

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

Transmitted herewith is the Administrative Procedure A8.701, Receipting and Depositing of Funds Received by the University. Major revisions include:

- Clarified procedures for depositing credit card collections and receipting of electronic funds transfers (EFT).
- New procedure on handling counterfeit currency.

Position titles are also updated to reflect changes in the University administration.

A8.701 is available on-line at:

<http://www.svpa.hawaii.edu/svpa/apm/treas/a8701.pdf>

If you have any questions regarding this procedure, please contact Wendall Ho at 956-2144 or email wendall@hawaii.edu.