



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

April 7, 2006

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 06-07

TO: University Administrators and Chancellors

FROM: Howard Todo *Howard Todo*
Vice President for Budget and Finance
Chief Financial Officer

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. The following revisions were made:

- A new definition and section was added to clarify procedures on receipting foreign cashier checks.
- Clarification of the type of personal data required of the payer and forms of acceptable identification.

A8.701 is available at <http://www.svpa.hawaii.edu/svpa/apm/treas/a8701.pdf>

Questions regarding this procedure can be directed to Wendall Ho at 956-8526 or wendall@hawaii.edu.