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**UNIVERSITY OF HAWAII**

Vice President for Budget and Finance and Chief Financial Officer

June 21, 2006

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 06-11**

**TO:** University Administrators and Chancellors

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

**SUBJECT: ADMINISTRATIVE PROCEDURES:  
A8.838 – CONTRACT ENCUMBRANCE AND PAYMENT  
A8.861 – AUTHORIZATION FOR PAYMENT**

Transmitted herewith are the revised A8.838 – Contract Encumbrance and Payment and A8.861 – Authorization for Payment. These revisions serve to update the procedures to be used to encumber and process payments. These revisions include:

- Removal of the section dealing with contract payments in A8.861. The procedures for processing contract payments are now covered in A8.838.
- Changes made to the unit's checking accounting classification from imprest checking accounts to departmental checking accounts.
- Clarification of State of Hawaii compliance requirements for final payment.
- Availability of PDF fillable forms on-line.

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 Disbursing Office at 956-7126.