



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

May 26, 2006

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 06-13

TO: University Administrators and Chancellors

FROM: *J. Howard Todo* *Sam Calley*
Howard Todo
Vice President for Budget and Finance
Chief Financial Officer

SUBJECT: ADMINISTRATIVE PROCEDURE A8.750 – ESTABLISHMENT AND MAINTENANCE OF CHANGE FUNDS

Transmitted herewith is the Administrative Procedure A8.750 – Establishment and Maintenance of Change Funds. Last revised in 1989, this APM has been updated with the following:

- Forms CF-1, Request for Change Fund and CF-4, Request for Temporary Change Fund for Registration are now fillable.
- Changes to office names and position titles to reflect the current organization structure.
- The department should periodically review the change fund amount to ascertain its adequacy in conducting daily business.
- Clarification of responsibilities for the department, change fund custodian, fiscal officer, and internal auditor.

A8.750 is available at <http://www.svpa.hawaii.edu/svpa/apm/treas/a8750.pdf>

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