



August 21, 2007

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 07-04

TO: University Administrators and Chancellors

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

SUBJECT: ADMINISTRATIVE PROCEDURE A8.740 – DISHONORED CHECKS

Transmitted herewith is the Administrative Procedure A8.740 – Dishonored Checks.
Revisions include:

- The use of credit card to pay for a dishonored check is rescinded. We have been informed that this practice does not comply with VISA and MasterCard regulations.
- Act 240 07 increases the return check charge from \$15.00 to \$25.00 and eliminates the interest assessment.
- Section 6 includes instructions on how to prepare the Udoc when payment is made.
- The Notice of Request to Appeal form (Attachment 3) is revised and is fillable.
- Section numbering is revised.

A8.740 is available at <http://www.svpa.hawaii.edu/svpa/apm/treas/a8740.pdf>

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