



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

April 11, 2007

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 07-08

TO: University Administrators and Chancellors

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

**SUBJECT: ADMINISTRATIVE PROCEDURES A8.801 – OVERVIEW &
A8.806 – RESPONSIBILITIES FOR ENCUMBRANCE AND PAYMENT
TRANSACTION PROCESSING**

Transmitted herewith are the Administrative Procedures A8.801 – Overview and A8.806 – Responsibilities for Encumbrance and Payment Transaction Processing.

Last revised in 1996, these administrative procedures have been updated with the following:

- Changes to office names to reflect the current organization structure.
- Clarification of responsibilities for the departments, fiscal officers, Office of Procurement and Real Property Management, and the Disbursing Office.
- Clarification of definitions and guidelines.
- Changes made to the unit's checking account classification from imprest checking accounts to departmental checking accounts.

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 Michael Wong at 956-8575.