



November 26, 2012

ADMINISTRATIVE PROCEDURES MEMORANDUM 12-14

TO: University Administrators and Chancellors

FROM: Yaa-Yin Fong *Y Y Fong*
Director – Office of Research Services

SUBJECT: Revised Administrative Procedure A8.931

Transmitted herewith is the revised Administrative Procedure A8.931.

The following revisions were made:

- 5. Guidelines - added item a. Inappropriate uses for a revolving account
- 6. Criteria for Establishing or Renewing a Revolving Fund - inserted items a., b., and c. for further clarification of appropriate and inappropriate establishment of a revolving account
- 11. Responsibilities for Management of Revolving Funds - added references to the "University of Hawaii Revolving Fund Certification"
- Attachment 1a - added "University of Hawaii Revolving Fund Certification" form

Any questions concerning these procedures should be directed to the Office of Research Services at 956-7800.