



July 1, 2014

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 14-07

TO: University Administrators and Chancellors

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

SUBJECT: Revisions to A8.025 – Fiscal Responsibilities Within the University and A8.026 – Appointment of Fiscal Administrators and Assistant Fiscal Administrators

Transmitted herewith are revised Administrative Procedures A8.025 and A8.026, which outline 1) responsibilities of University employees who perform fiscal and administrative functions; 2) procedures for the appointment of Fiscal Administrators and; 3) delegation of purchasing authority to Fiscal Administrators.

Both APM's use the term "Fiscal Administrator" instead of Fiscal Officer as directed in my January 3, 2013 memo.

A8.025 has been re-titled and completely updated. It provides clarification on the responsibilities of employees with fiscal and administrative functions.

The two forms in the current A8.026 for fiscal administrator appointment and delegation of purchasing authority have been consolidated into one form.

These revised APMs are available at <http://www.hawaii.edu/svpa/apm/a8000.php>.

Questions regarding this procedure should be directed to the Financial Management Office at 956-7161.