

MEMORANDUM

TO: The Honorable Benjamin Cayetano
Lieutenant Governor, State of Hawai'i

FROM:

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION, UNIVERSITY OF HAWAI'I, OFFICE OF THE VICE-PRESIDENT FOR UNIVERSITY RELATIONS

Enclosed for your files is a copy of the reorganization which was approved by the University for the Office of the Vice-President for University Relations. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call _____ at _____ .

Enclosure

cc: The Honorable Yukio Takemoto
Director, Department of Budget and Finance
(w/executive summary, reorganization proposal, previous and newly approved charts and functional statements)
The Honorable Sharon Miyashiro
Director, Department of Personnel Services
(w/executive summary, reorganization proposal, previous and newly approved charts and functional statements)
University Personnel Management Office
(copy of all documents sent to Lt. Governor)
University Budget Office
(see procedure for documents required for delegated reorganizations)