
A8.800 Disbursing/Accounts Payable and Payroll

p 1 of 15

A8.866 Accounts Payable Journal Vouchers

1. Purpose

To provide uniform procedures for the recording of accounts payable transactions as of June 30 for preparation of the University's financial statements.

2. Objective

To effectively record all accounts payable transactions for all sources of funds during the year end closing process.

3. Definition

An accounts payable (AP) is a liability or amount owed by the University to outside vendors and individuals or University employees for goods and services received or performed but not paid for by the end of the fiscal year.

4. Responsibilities

a. Program Manager (Approving Authority)

Program managers and fiscal officers are responsible for ensuring that their program or department adheres to established procedures in recording of accounts payable during the year end closing process.

b. Fiscal Officer

Fiscal officers are responsible for the following:

- 1) Identify transaction that should be included on the AP Journal Vouchers (JV);
- 2) Ensure that the AP transactions are in compliance with Federal and State laws, rules, regulations and University policies and procedures; or

- 3) Process payment documents at the beginning of the new fiscal year.

c. Disbursing Office

Disbursing Office, Accounts Payable Section, is responsible for auditing and approving the Accounts Payable Journal Vouchers. The Disbursing Office will advise the fiscal officers on payment documents that were received after the fiscal year end processing deadlines and those that were rejected due to insufficient funding situations to ensure accurate reporting of in-transit documents.

- d. The General Accounting and Loan Collection Office is responsible for the computerized recording of non-regular payroll payments (F1-F4 Payroll-Student, Casual, Overload) for the work period June 16 to June 30 (payable on July 15) as accrued payroll/fringe benefit payable.

5. Guideline

- a. Programs and departments can minimize accounts payable transactions through appropriate review and timely processing of payment documents.
- b. The following transactions should be included in the Accounts Payable Journal Vouchers as prepared by the fiscal officer:
 - 1) Purchase orders - if goods or services have been received on or prior to June 30 and a check was not issued for payment prior to June 30 deadline.
 - 2) Authorization for Payment Forms (AFP) and other payment documents used for Student Fellowship/Traineeship/Stipend, utilities, contracts encumbrance and payment, personal automobile mileage, travel reimbursements, etc. - if goods and services have been received on or prior to June 30 but the payments have not been made directly (departmental checks/petty cash) or a check was not issued for payment prior to June 30 deadline.
 - 3) Payroll documents for payment of overtime, night differential, and other personal services - if the

services have been rendered on or prior to June 30 and the employee was not paid by June 30.

Note: All payroll miscellaneous encumbrances and almost all other miscellaneous encumbrances processed at year end are accounts payable transactions because the goods/services have been rendered but not paid for by the end of the fiscal year.

c. The following are accounts payable transactions where special assistance is provided to the fiscal officer to complete the Accounts Payable Journal Vouchers:

- 1) Payroll scan sheets for non-regular employees (F1-F5 payroll--Student, Casual, Overload) submitted for the work period June 16 to June 30 (payable on July 15 or 20) and the related computer generated employer's fringe benefits costs for Unemployment Compensation, Worker's Compensation, and FICA Medicare will be automatically recorded as accrued payroll/fringe benefit payable by the General Accounting and Loan Collection Office.

Do not list these transactions on the Accounts Payable Journal Vouchers.

- 2) The Disbursing Office will assist the fiscal officers in identifying and listing payment documents that were received after the fiscal year end processing deadline and those that were rejected due to insufficient funding situations. This listing (related to in-transit documents) should be very limited since fiscal officers should not be processing payment documents after the year end closing deadlines. The payment documents should be held until the second week in July.

d. The following are not considered to be accounts payable transactions:

- 1) Encumbrances for purchase orders and other documents for goods and services on order which have not been received on or prior to June 30.
- 2) Payment documents which were submitted to the Disbursing Office on or prior to the fiscal year end processing deadline. If the documents were submitted

prior to the deadline, Disbursing Office will process payment on these documents by June 30 unless there are insufficient funds at which time the fiscal officer will be notified if an insufficient funding situation exists.

- 3) Payment documents processed for transfer of funds, investment purchases, travel advances/expenditures (object symbols 4501 and 4301), petty cash replenishment and interdepartmental charges.

6. Procedures

a. Accounts Payable Journal Vouchers

- 1) The former Accounts Payable Listing (FMIS-11) has been superceded by the use of Accounts Payable Journal Vouchers (FMIS-22YR). The Accounts Payable Journal Vouchers are now to be used to report and record account payable transactions for all sources of funds.
- 2) The Financial Management Information System (FMIS) Financial Accounting Screens 082 and 083 will be used to prepare/approve electronic on-line journal voucher form FMIS-22YR.
 - JV form FMIS-22YR allows a maximum of 50 entries and 2 pages in landscape orientation.
 - JVs maybe saved and modified prior to approval by the preparer/fiscal officer.
 - JVs may be printed directly to the user's printer and should be printed on yellow paper when submitting to the Disbursing Office.
 - Descriptions are allowed for every entry. However, JV Accrual Type, Bank No., and Transaction Code are provided by FMIS.
- 3) Use FMIS Screen 082 to initiate the Accounts Payable Journal Voucher Create & Send Process (Attachment 1). This will first create the Accounts Payable Journal Voucher.

- 4) Use FMIS screen 083 for the Accounts Payable Journal Voucher Review and Approval Process ([Attachment 2](#)) to approve and forward Accounts Payable Journal Vouchers to the Disbursing Office.
 - 5) All Accounts Payable JVs submitted to the Disbursing Office do not require appropriate supporting documentation. This documentation is to be maintained at the departmental fiscal officer level subject to inspection.
 - 6) Submit the original Accounts Payable Journal Vouchers ([FMIS-22YR](#)) to the Disbursing Office as soon as possible beginning the first FMIS operational work day in July. Do not accumulate and submit all completed Accounts Payable Journal Vouchers in bulk on the stipulated deadline.
- b. Payment Processing for Accounts Payables in the Next Fiscal Year
- 1) All payment documents related to accounts payable transactions are to be batched separately from the other payment documents and submitted to the Disbursing Office with original (or certified as original) invoices and other required supporting documents beginning on the first work day in July.
 - 2) Mark "AP" in red ink on the upper right corner on all purchase order (blue) receiving reports and all other payment documents with relate to the accounts payable transactions. This notation is necessary to prevent duplicate recording by the Disbursing Office and to assist in the identification of unrecorded payables applicable to the fiscal year.

Accounts Payable Journal Vouchers Create & Send Process

The following are instructions on how to create and process Accounts Payable Journal Vouchers utilizing on line FMIS.

1. Log on to FMIS with your RACF User ID and password.
2. Use the Financial Accounting **Screen 882 Maintain Current Session Campus and/or Fiscal Year** to access the correct Campus and **FY20nn**. Make sure you select the previous fiscal year. For example, it is July 11, 2007 and FY2008. You will use FY2007 for A/P JVs.

```
882 Maintain Current Session Campus and/or Fiscal Year          05/14/2007 13:59
                                                                FY 2007 CC SW
Screen:  ___

      Active Campus: SW      Enter ? to see a list of campuses
                             you have access to.

      Active Fiscal Year: 2007

      Active Accounting Month: 13      13th Month
      Active A/P Month: 10      April

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Test* HELP  Notes Exit
```

3. Use **Screen 082 Prepare and Update Yearend JV** to create the on-line Year End Journal Vouchers.

```
082 Prepare and Update Yearend JV          05/14/2007 14:02
                                                                FY 2007 CC SW
Screen:  ___ Ref No.2:  _____

Ln Dr Account  Cr Account  Amount      Ref 1  PF Ref 3  ID Number  Dr Cr Err
                -----  -----  -----  -----  -  -----  -----  CC CC
-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Test* HELP  Notes Exit
```

Note: Use the [ENTER] key when completing a line or a full screen. Failure to use the [ENTER] key will cause data to be lost.

- 4. Press the ENTER key to move the cursor to **REF No. 2** field. The Fiscal Officer will now assign a JV #. Use the format **J###nnn** for the JV number. **FO Number** would be **###**. Press ENTER. **Orig FO, Bank, and TC**, field values will be filled in by FMIS. You may revise the FO # if you are assigned more than one FO Code Number.

```
082 Prepare and Update Yearend JV                                05/14/2007 14:07
                                                                FY 2007 CC SW
Screen:  ___ Ref No.2: J088100      Accrual Type:  ___ Orig FO: *****
Send date:  _____ Status:  _____
Bank: 00030 TC: 061 Desc: _____

Ln Dr Account  Cr Account  Amount      Ref 1  PF Ref 3  ID Number  Dr Cr Err
                               Descrip N                               CC CC
-----
1  _____  _____  _____  _____  -  _____  _____  SW SW
2  _____  _____  _____  _____  -  _____  _____  SW SW
3  _____  _____  _____  _____  -  _____  _____  SW SW
4  _____  _____  _____  _____  -  _____  _____  SW SW
5  _____  _____  _____  _____  -  _____  _____  SW SW

1-5 displayed Page Total:                               Doc Total:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Test* HELP  Notes Warn      Expl Dr/Cr Up      Down Save      Deln Send
```

- 5. Enter the ACCRUAL TYPE. Account Payable JVs are to use **L-01**. Press ENTER. The **Desc** field will be filled in by FMIS as **Accounts Payable**.

```
082 Prepare and Update Yearend JV                                05/14/2007 14:16
                                                                FY 2007 CC SW
Screen:  ___ Ref No.2: J088100      Accrual Type: L-01 Orig FO: 00088
Send date:  _____ Status:  _____
Bank: 00030 TC: 061 Desc: ACCOUNTS PAYABLE_____

Ln Dr Account  Cr Account  Amount      Ref 1  PF Ref 3  ID Number  Dr Cr Err
                               Descrip N                               CC CC
-----
1  _____  _____  _____  _____  -  _____  _____  SW SW
2  _____  _____  _____  _____  -  _____  _____  SW SW
3  _____  _____  _____  _____  -  _____  _____  SW SW
4  _____  _____  _____  _____  -  _____  _____  SW SW
5  _____  _____  _____  _____  -  _____  _____  SW SW

1-5 displayed Page Total:                               Doc Total:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Test* HELP  Notes Warn      Expl Dr/Cr Up      Down Save      Deln Send
```

6. For Type **L-01**, Accounts Payable Journal Voucher Transactions.

- Input the **Account #**, **Subcode**, **Amount**, and **Ref 1**, data directly onto the screen. Press ENTER. FMIS will fill in the Cr Account & A/P Yr End Subcode.
- If a valid encumbrance document is entered in **REF 1** field, the encumbrance document description (Vendor Name) will populate the DESCRIP and ID Number (Vendor Number) fields.
- If an encumbrance does not exist, enter the document number in **REF 3** and manually input the DESCRIP (Vendor Name) and ID Number (Vendor Number).
- You may repeat this process up to fifty (50) lines per A/P JV.

Note 2: If the account/subcode combination does not match the encumbrance, you will get an Error Message (F6113), indicating an invalid payment document reference.

082 Prepare and Update Yearend JV										05/14/2007 14:18		
										FY 2007 CC SW		
Screen:	___	Ref No.2: J088100	Accrual Type: L-01		Orig FO: 00088							
		Send date: _____	Status: _____									
		Bank: 00030	TC: 061	Desc: ACCOUNTS PAYABLE								
Ln	Dr	Account	Cr	Account	Amount	Ref 1	PF	Ref 3	ID Number	Dr	Cr	Err
						Descrip	N			CC	CC	
1		134317	7719	003967	2110	___1035.36	P802787	_	V0000067020	SW	SW	
						DELL MARKETING LP						
2										SW	SW	
3										SW	SW	
4										SW	SW	
5										SW	SW	
1-5 displayed				Page Total:		1,035.36	Doc Total:		1,035.36			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												
Test* HELP Notes Warn Expl Dr/Cr Up Down Save Deln Send												

Screen 082 Function Keys:

- | | |
|------------------|--|
| PF5 Expl | Explanation – use to enter JV transaction. |
| PF6 Dr/Cr | Debit/Credit – switches the transaction line debit & credit account – subcode (10 digits). Place the cursor on a completed line & Press The PF6 key. |
| PF7 Up | Displays the previous 5 transaction lines. |
| PF8 Down | Displays the next 5 transaction lines. JV Maximum = 50 lines |
| PF9 Save | Saves the JV. We recommend saving the JV after each screen of 5 lines. |
| PF11 Deln | Delete Line – deletes a completed transaction line. Place cursor on-line. |
| PF12 Send | Send – use to send YE JV to Fiscal Officer for approval. |

7. Use the **PF5 Expl** key to list on the first line of every A/P JV this sentence:

“TO RECORD ACCOUNTS PAYABLE AS OF JUNE 30, 20nn:” nn represents the year.

```

082 Prepare and Update Yearend JV                                05/14/2007 14:18
                                                                FY 2007 CC SW
-----Explanation for document J088100-----
|
| Explain why the adjustment is necessary._____
| TO RECORD ACCOUNTS PAYABLE AS OF JUNE 30, 20nn:_____
| Line 1. Computer have been received, invoice has not come to date.____
| _____
| _____
|
| 32 lines, 1-15 displayed
|
-----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Devl* HELP Notes Exit                                         Up      Down
  
```

8. Once the Accounts Payable JV is completed (up to 50 lines), use the **PF12** key to send on-line Year End journal voucher to the fiscal officer for approval.

```

F2766 Document J088100 has been Saved/Sent.
082 Prepare and Update Yearend JV                                05/14/2007 14:29
                                                                FY 2007 CC SW
Screen:  ___ Ref No.2: J088100   Accrual Type:  ___ Orig FO:  ___
Send date:  _____ Status:  _____
Bank: 00030 TC: 061 Desc:  _____

Ln Dr Account  Cr Account  Amount      Ref 1  PF Ref 3   ID Number  Dr Cr  Err
                _____   _____   _____   _____   _____   _____   _____
                _____   _____   _____   _____   _____   _____   _____
                _____   _____   _____   _____   _____   _____   _____
                _____   _____   _____   _____   _____   _____   _____
                _____   _____   _____   _____   _____   _____   _____
                _____   _____   _____   _____   _____   _____   _____
                _____   _____   _____   _____   _____   _____   _____

1-5 displayed Page Total:                               Doc Total:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Test* HELP Notes Warn      Expl Dr/Cr Up   Down Save   Deln Send
  
```

Note 3: The Disbursing Office does not require any supporting documentation to be attached to the original YE JV. The original YE JV is to be forwarded to the Disbursing Office. A copy of the YE JV and all supporting documentation should be maintained with the departmental fiscal office level subject to inspection.

Accounts Payable Journal Vouchers Review & Approval Process

The following are instructions on how to review and approve Accounts Payable Journal Vouchers utilizing on line FMIS.

1. Use **Screen 083 Year End JV Selection and Approval** to review, approve and route the Year End Journal Voucher.

Features:

- **Type** Displays the accrual type
- **Funds** Displays the type(s) of funds used on the JV
- **Send Date** Date the JV was sent for FO approval (Screen 082, PF12 key)

083 Yearend JV Document Selection and Approval						05/14/2007 15:02
						FY 2007 CC SW
Screen: ___ Ref No.2: J088100 (Doc No.)						
Select by Type: ___		FO: ___		Status: _____		
Fund: _		Acct: _____		Ref No.1: _____		Apprv Only: _
Type	Funds	Doc No.	Send Date	FO	Amount	Status

L-01	G	J088100	05/14/2007	00088	1,035.36	Pending Aprovs-ORIG FO

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Test* HELP Notes Exit Expl MyApr Histry Aprovs Extnd Trans Print						

Screen 083 Function Keys:

- | | |
|------------|--|
| PF5 Expl | Explanation – displays the JV explanation. |
| PF7 MyApr | My Approval – starts/ends the filter to display JVs pending approval |
| PF8 Histry | History – displays user’s actions for JV.
Act = Action; V = Saved, S = Sent, Y = Approved,
M = Denied for more information, D = Delete |
| PF9 Aprovs | Approval – use to electronically approve JV |
| PF10 Extnd | Extend – displays the JV’s Extended Approval History |
| PF11 Trans | Transactions – displays the JV’s transactions |
| PF12 Print | Print – prints the YE JV at the user’s local printer destination |

PF5 Expl

```

082 Prepare and Update Yearend JV                                05/14/2007 14:18
                                                                FY 2007 CC SW
+-----Explanation for document J088100-----+
|
| Explain why the adjustment is necessary._____
| TO RECORD ACCOUNTS PAYABLE AS OF JUNE 30, 20nn:_____
| Line 1. Computer have been received, invoice has not come to date.____
| _____
| _____
| _____
|
| 32 lines, 1-15 displayed
|
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Devl* HELP Notes Exit                                Up      Down

```

PF8 Histy

```

083 Yearend JV Document Selection and Approval                05/14/2007 15:05
                                                                FY 2007 CC SW
+-----Approval History Information (PF8)-----More:  >+
|
| Campus: SW Doc No: J088100 Doc Date: 06/30/2007
| Prepared by: KIMURA, ALAN T.
|   User Id: AKIMURA at 05/14/07 02:29PM FO Code: ***
| Approval      Approved by      Act      Comments
|-----|-----|-----|-----|
| 0 00088 AKIMURA 05/14/07 02:29PM S
|
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Test* HELP Notes Exit                                Extnd

```

PF9 Aproav

```

083 Yearend JV Document Selection and Approval                05/14/2007 15:07
                                                                FY 2007 CC SW
Screen:  ___ Ref No.2: J088100 (Doc No.)
+-----Approval-----+
| Sel | Document J088100 | nly:  _
|     | Approve: Y Y=Approved Blank=Not Approved |
| Typ | M=Denied for more info (Central Off Only) | atus
| --- | D=Delete (Central Off/Orig FO Only) | -----
| L-0 | Processing Priority:  ___ Process Online:  _ | ov-ORIG FO
|
| Comments:
| _____
|
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Test* HELP Notes Exit                                MyApr  Histy

```

PF10 Extnd

```

083 Yearend JV Document Selection and Approval                                05/14/2007 15:10
                                                                                   FY 2007 CC SW
+-----Extended Approval Information (PF10)-----More:  ++
| Campus: SW Doc No: J088100 Doc Date: 06/30/2007 BU:
| Prepared by: KIMURA, ALAN T.
|   User Id: AKIMURA at 05/14/07 02:29PM FO Code: ***
|
| Approval          Approved by      Act      Comments
|-----|-----|-----|-----|
| 00088 AKIMURA 05/14/07 02:29PM S
| 1 00088
| 5 DISB
|
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Test* HELP Notes Exit                                          Extnd

```

PF11 Trans

```

083 Yearend JV Document Selection and Approval                                05/14/2007 15:13
+-----Extended Transaction Information (PF11)-----+ SW
| Campus: SW      Description: DELL MARKETING LP
| Doc No: J088100      ID No: V0000067020
| Doc Date: 06/30/2007 Ref No.1:      Adj Type: L-01
|
| No. DR Account RefNo.1 Amount P F CR Account RefNo.3 CC CC TC
|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 134317 7719 P802787 1,035.36 003967 2110 SW SW 061
|
|
| Total Document:      1,035.36
|
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Test* HELP Notes Exit                                          Up Down Extnd

```

PF12 Print

```

083 Yearend JV Document Selection and Approval                                05/14/2007 15:15
                                                                                   FY 2007 CC SW
Screen: ___ Ref No.2: J088100 (Doc No.)

S +-----PRINT DOCUMENT-----+
| Select enter options and press enter | _____ Apprv Only: _
| Destination: DISBP002                | Status
|                                       |-----|
| L                                     | .36 Pending Aprov-ORIG FO
|                                       |
| 1 Number of copies                    |
|                                       |
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Devl* HELP Notes Exit

```

- For final approval by fiscal officer, place cursor anywhere on the selected JV line. Press the PF9 Aproov key. Type in Y for Approval and press ENTER key.

```
083 Yearend JV Document Selection and Approval          05/14/2007 15:07
                                                    FY 2007 CC SW
Screen:  ___ Ref No.2: J088100 (Doc No.)
+-----Approval-----+
Sel | Document J088100 | _____
    | Approve: Y  Y=Approved  Blank=Not Approved | nly:  _
Typ |           M=Denied for more info (Central Off Only) | atus
--- |           D=Delete (Central Off/Orig FO Only) | -----
L-0 | Processing Priority:  ___ Process Online:  _ | ov-ORIG FO
    | Comments: |
    | _____ |
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Test* HELP  Notes Exit                      MyApr Histy
```

- Look for the Record(s) Successfully approved on the top of the screen. Use the PF12 key to print out a copy of the YE JV on yellow paper. Sign the JV at the appropriate place and forward only the original JV to the Disbursing Office. **All supporting documentation are to be maintained at the departmental fiscal office with their copy of the JV.**
- Final approval of the JV will be done at the Central Office level once the original YE JV is received by the Disbursing Office.

UNIVERSITY OF HAWAII - JOURNAL VOUCHER - YEAREND

SW-J088100-00088

ACCOUNTS PAYABLE

BANK: 00030

TRANS CODE: 061

06/30/2007

L-01

NO.	DEBIT		REF 1	DESCRIPTION (30)	AMOUNT	PNF	CREDIT		REF 3	ID NUMBER	CAMPUS	
	ACCOUNT	SUB					ACCOUNT	SUB			DR	CR
1	134317	7719	P802787	*** TEST *** TEST *** TEST *** DELL MARKETING LP Trans Count: 1 JV Total	TEST*** TEST*** 1,035.36 1,035.36		003967	2110		V00000067020	SW	SW

Explain why the adjustment is necessary.
 TO RECORD ACCOUNTS PAYABLE AS OF JUNE 30, 20nn:
 Line 1. Computer have been received, invoice has not come to date.

FO#/Off	Userid	Date of Action	Action	Comments
00088	AKIMURA	05/14/2007 02:29 PM	Sent to FO	
00088	FMS017	06/04/2007 08:59 AM	Approved	
DISB	AKIMURA	06/04/2007 09:53 AM	Approved	
			Posted	

Batch WDA503 06/04/2007

TIME IS OF THE ESSENCE AND THIS ORDER IS CONTINGENT UPON YOUR ACCEPTANCE OF THE SPECIFIED TERMS AND CONDITIONS AND YOUR ABILITY TO MEET THE BELOW STATED DELIVERY DATE; OTHERWISE THIS PURCHASE ORDER IS VOID. DELIVERY ADDRESS, PURCHASE ORDER NUMBER, AND REQUISITIONER MUST APPEAR ON ALL PACKAGES, INVOICES AND SHIPPING NOTICES
 FEDERAL FUNDS APPLY: YES NO
 IF YES, THE ATTACHED FEDERAL PROVISIONS SHALL ALSO APPLY.

THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE

DELIVER TO: (ALL TRANSPORTATION CHARGES MUST BE PREPAID F.O.B. DESTINATION)
 Disbursing & Payroll Office
 1402 Lower Campus Rd Rm 16
 Honolulu, HI 96822

DIRECT QUESTIONS ON ORDER TO THE REQUISITIONER

REQUISITIONER: Alan Kimura
 PHONE NO.: 956-6621

DELIVER ON/BEFORE: _____ VENDOR TERMS: _____

DELIVER PREPAID VIA: Best Way

QUOTE DATE/REFERENCE: _____ DOC CROSS REF.: R804549

BILL TO - SEND ONE ORIGINAL AND TWO COPIES OF INVOICE TO:
 Bookstore

DIRECT QUESTIONS ON PAYMENTS/INVOICES TO 956-5407

VENDOR:
 V0000067020
 DELL MARKETING LP
 PO BOX 910916
 C/O DELL USA LP
 PASADENA, CA 911100916

ITEM NO.	QUANTITY		DESCRIPTION	SUB CODE	UNIT PRICE	EXTENSION
	ORDER/RECD	UNIT				
1	1	EA	*** TEST DOCUMENT *** Dell Optiplex GX520 MT with Intel Pentium 4 Processor 630 w/HT (3Ghz, 2MB, 800Mhz FSB) and Dell 17" Yltrasharp 1707FP Flat Panel LCD. Tax Shipping - Free	7719	988.68	988.68 46.68 0.00

ACCOUNT NO.	AMOUNT	ACCOUNT NO.	AMOUNT	TOTAL	
SW-134317-7719	\$1,035.36				1,035.36
				SW-P802787-00088 FY 2007	

EQUIP LOCATION: (BLDG. & ROOM) Bldg 171-D, Rm 16 OR INCORPORATE W/ DECAL OR P.O. NO.: _____ EQUIP OWNED BY: FEDERAL AGENCY: UH

Retain this form until the order is complete: For partial deliveries mark items received and forward a photocopy immediately to the Disbursing Office. As contractually authorized, all materials, supplies, and incidentals have been received in good order and condition

Date Rec'd	Item No.	Received By	Partial	Complete	Invoice and Delivery Receipt Nos./Comments