FY0__ - FO____ -____
For GALC Use Only

REQUEST TO UTILIZE FMIS RECHARGE & INTERDEPARTMENTAL SALES/CHARGES JOURNAL VOUCHERS - Non-ORS Account

University of Hawai'i Financial Management Information System (FMIS) on-line recharge journal vouchers, (prefix JR), shall be utilized to record departmental recharge and/or interdepartmental sales/charge transactions for the current fiscal year non-ORS FMIS account identified below. Upon authorization by General Accounting & Loan Collection (GALC), JR-journal voucher transactions processing will be allowed without direct GALC approval. The authorized Department through its Fiscal Officer shall: i) maintain on file at its fiscal office, relevant supporting documentation for all FMIS recharge journal vouchers processed for the account; and ii) be responsible for resolution of all invalid and rejected JR-journal voucher transactions.

To be completed by Department/Fiscal Officer requesting written authorization:

_____ _____ _____
SL Account# Campus Account Title

_____ _____ _____ _____
School Department Responsible Person Name/Title Phone

_____ #00____ _____ _____ _____
Administrative/Fiscal Officer Name FO Code Phone Principal Investigator Name/Title Phone

Briefly explain the nature (purpose/primary activities) of the account identified:

Type of JR-journal voucher transactions to be processed:
Select 1 of the following transaction category types:

__ Revenue only. Identify types (i.e. registration fees, rentals, sale of services, etc.)

__ Expenditure only. Identify types (i.e. postage, telephone, supplies, etc.)

__ Both revenue & expenditure. Identify sources & types

For the type category selected, indicate the estimated proportion of transactions from each user category

_____% Outside users [external to the University (any/all campuses), RCUH & UHF]
_____% RCUH
_____% UHF
_____% Other University departments (any/all campuses) outside of your department
_____% Offices (accounts) within your department or departments (accounts) within your College
_____% Other: (please specify)

CERTIFICATION & REQUEST

I certify that use of FMIS JR-journal vouchers to record departmental recharge and/or interdepartmental sales/charges transactions for the specified account shall meet all applicable University, State & Federal requirements. The Department's authorization to utilize the on-line JR-journal voucher process may be revoked for failure to comply with such requirements.

_____ _____
Fiscal Officer Date

APPROVED / DISAPPROVED

_____ _____
Director, GALC Date

For General Accounting Use Only: FMIS Account Update
GASB PF7 Internal Service Code Value:

	Non-IntSvc	Int Svc	Assigned / Changed	
Rev Only	NR	___R		
Exp Only	NE	___E	_____	_____
Rev & Expend	NB	___B	Initials	Date