MEMORANDUM

TO: Fiscal Administrators

FROM: Financial Management Office, University of Hawai‘i System

SUBJECT: Routing of Advance Deposit (AD) and Credit Card Receipt (CCR) Documents

Beginning fiscal year 2016, deposits posted to the Kuali Financial System on Advance Deposit (AD) and Credit Card Receipt (CCR) documents shall:

1. be routed to the respective Fiscal Administrator of the account for approval, and

2. include the bank deposit slip or other supporting documentation (e.g. daily point of sale summary, daily credit card settlement report, ACH advice, check stubs, check listing, etc.).

The account route approval node has been added to these two document types for all deposits except the ones that are processed and approved by ORS.

These changes will assist the University in strengthening its internal controls and ensure the reliability, accuracy, and timeliness of financial information.

Questions may be directed to uh-treasury@lists.hawaii.edu

Thank you for your continued support.