FMIS-37
(September 2011)

RESET FORM

For Disbursing Use Only

CAMPUS: MA

DATE: 07/24/14

UNIVERSITY OF HAWAII

Document Processing & Check Distribution Request

DOCUMENT NUMBER

VENDOR NAME

AMOUNT

$

Document Processing:

☐ Rush

☐ Mail Out

☐ Department pick up

(Complete Special Handle Section)

Check Distribution:

☐ Special Handle

Department Pick up: _____

Contact Name & Phone #: _____

NOTE: 1. Special Handle checks will be held at the Disbursing Clerical Section window (Bldg 171H, Rm 34) for daily pick up or mailed to outer islands.
2. Place FMIS-37 on top of the po/document set & staple in the upper left hand corner.

☐ Enclosure

NOTE: 1. Staple enclosure(s) to the back of the FMIS-37.
2. Staple the PO/document & supports together.
3. Place FMIS-37 enclosure set on top of the PO/document set & staple in the upper left hand corner.

Comments:

APPROVING DEPT: _____ _____ PHONE #

APPROVED BY: _____ FISCAL OFFICE STAFF _____ DATE _____ FO CODE