

Service Billing Processors

The following departments have been authorized to process Service Billing (SB) documents for the specified purpose. If you would like to be added as a Service Billing Processor, please complete the [Service Billing Request Form \(GALC-SB\)](#).

Department	Purpose
Honolulu Community College Design Center	Graphic design, full color print production and duplication services
Kapiolani Community College Culinary Arts	Dining and catering services
Kapiolani Community College Print Shop	Graphics and digital printing services
System Administrative Services	Work at UH advertisements, Bank of Hawaii Merchant Fees, Late Registration Fees
System Information Technology Services	Manoa Telecom billing, Site License Purchases, RESNET IT Support and Internet access, Infrastructure services
System Office of Human Resources	HR Ohana Meeting registration
System Office of Research Compliance	Animal and Veterinary Services
System Vice President of Research and Innovation	Manoa Innovation Center monthly rent/CAM
UH-Manoa Bookstore	Bookstore Sales and Services, Satellite Copier Program
UH-Manoa Campus Mail Services	US Postal Service mail metering
UH-Manoa Commuter Services	Parking permits and passes, gate receipts and parking citations
UH-Manoa Facilities & Grounds	Manoa facilities work orders, facilities usage, utilities
UH-Manoa Fleet Services	Vehicle rentals and leases, operating gas pump, vehicle repairs and maintenance
UH-Manoa Institute for Astronomy	Job Order System (JOS) and Computer Services Recharge Systems (CSRS)
UH-Manoa Public Safety	First Aid/CPR/AED Training materials
UH-Manoa Vice Chancellor Administration, Finance & Operations	Utility expenses