

Guidelines for Use of Division Budgets (General Funds)

An allocation to each division is provided at the beginning of the academic year by the VCAA.

Divisions are to established guidelines for the use of these funds. These guidelines are to be developed collaboratively among division members and documented.

All purchases should be made through a University authorized purchase order. When this is not practical, individual requests for reimbursements shall not exceed \$100. Expenditure of funds must comply with UH procurement policies. Please consult with the Business Office (Nancy, Teri or Kathy) prior to making a purchase if you need assistance or clarification. Reimbursements may be denied if items are not in compliance with UH procurement policies. Items which are not reimbursable include but are not limited to personal items such as brief cases, pen and pencil sets, clothing, contributions or donations.

Requests to purchase refreshments or leis for Univ. of Hawai`i - West O`ahu sponsored events must be pre-approved in advance by the Fiscal Officer and Chancellor (OPRPM Form 136). (See: <http://www.svpa.hawaii.edu/svpa/apm/a8200.html>).

Purchases of \$2,500 or more require the use of the University's electronic quotation system via SuperQUOTE.

Requests for purchases and reimbursements are to be submitted to the VCAA after the approval of the Division Chair. VCAA staff will not accept requests for reimbursement directly from faculty. Original receipts must be submitted.

Travel Requests should be submitted for all travel during the nine-month duty period prior to the commencement of the travel (regardless if travel funds have been approved or not). No personal days will be authorized during the nine-month duty period without prior approval from the VCAA. Missed classes and make-up days should be addressed in the request. Travel Requests during the summer months should be submitted prior to the commencement of the travel if travel funds have been approved.

The VCAA staff will maintain a record of submitted requests and an informal accounting of the balance in the division account and will periodically review the FMIS system for the balance on this account.

Unspent balances on June 30 of the current fiscal year will be returned to the campus operating funds and reallocated.

A report on the account will be provided to Division Chairs monthly from the Business Office.

The [attached form](#) may be used to request reimbursements.

Guidelines for Use of Division Summer Budgets

A balance will be provided by Administrative Services to the Divisions via the VCAA at the beginning of each academic year.

A budget for the current academic year is to be developed collaboratively among Division members and documented.

Unless there is a budget provided to the Business Office to carryover the funds, Divisions should plan to spend most of the funds within each fiscal year.

These funds are not interchangeable with the regular operating budget.

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Reviewed and approved by Division Chairs September 2007