



UNIVERSITY
of HAWAII*
HILO

Announcement - New Listserv coming for UH Hilo Business Office

We are pleased to inform you that the UH Hilo Business Office has created a new listserv to increase communication from the Business Office to UH Hilo Faculty and Staff.

This new listserv will be an asset to you as it will include Business Office related information such as announcements, updates and training information and opportunities.

Over the next week, the Business Office will be populating the listserv with the names of administrators, faculty, and staff who have been on past Business Office email lists or work with the Business Office on a regular basis. If you are included on the UHH Business Services listserv a confirmation will be sent via email.

If you don't receive a confirmation by December 13, 2010, please contact Jeff Dansdill at jdansdil@hawaii.edu for instructions on how to subscribe.

In addition to the listserv, we have been posting news and announcements on the website at the following link: <http://www.uhh.hawaii.edu/uhh/bo/index.php>

As a reminder the Business Office will be participating in the campus closures; some upcoming dates to remember are:

December 3, 2010 – Last day to use your p-card

December 10, 2010 – Deadline to submit your p-card log

December 15, 2010 – First day you can use your p-card for the next billing cycle

December 16, 2010, 4:00 pm – In person transactions at the Cashier's Window

December 17, 2010, 8:00am – Last Night Depository Pick Up

December 17, 2010, 11:00am – Student Deadline for Cashier transactions

Thank you!

Marie Honda, Director

Business Services

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