

# UNIVERSITY OF HAWAII AT HILO

Administration  
**Business Office**

January 27, 2011

Aloha UH Hilo Faculty, Staff and Students:

As a result of the upcoming March 2011 campus closure, the UH Hilo Business Office will be closed March 21<sup>st</sup> through March 25<sup>th</sup>. The System Offices, which support the Business Office, are also expected to close or have limited hours for emergencies only. Below are the deadlines for Business Office functions for the March campus closure:

1. Travel Advances:
  - a. If requesting travel advances for the period of March 21-April 13, 2011, please submit requests to the Business Office by February 18, 2011.
  - b. You may continue to submit travel requests that do not require advance payments.
2. Requests for relocation payments to be paid prior to the March campus closure are due to the Business Office no later than February 18, 2011.
3. For contracts, purchase orders, AFPs, stipends, and travel completion payments, submit the required documentation to the Business Office by February 18, 2011. If a hardcopy check is required, clearly notate your request for a hard copy check on the document **and** notify the Business Office when turning it in.
4. For the processing of requisitions, contracts, and all other documents that require Fiscal Officer review (ex. RCUH Service Orders), all required documentation, attachments and approvals must be received by March 4, 2011. Priority will be given to documents received by the March 4<sup>th</sup> deadline. Documents received after March 4<sup>th</sup> may not be processed prior to the March 21-25,2011 closure.
5. For DCS payments, requisitions can be submitted until March 18, 2011.
6. For the P-card billing cycle that ends March 14, 2011, the last day to use your P-card is March 4<sup>th</sup>. The P-card log for this billing cycle is to be submitted by March 11, 2011. Starting March 15<sup>th</sup>, you can begin using your P-card for the next billing cycle.
7. The Business Office Cashier deadlines are as follows:
  - a. For UHH Departments:
    - In Person transactions – Thursday, March 17, 2011 at 4:00 pm
    - Night Depository – last pick up will be at 8:00 am on Friday, March 18, 2011. The Night Depository will be closed until Monday, March 28, 2011.
  - b. For Students:
    - The Cashier's window will close at 11:00 am on Friday, March 18, 2011.

Your assistance and understanding in this situation is greatly appreciated. Please contact the Business Office at 974-7404 should you have any questions or concerns.



Marie Honda  
Director of Business Services