

## FREQUENTLY ASKED QUESTIONS (FAQ'S)

### Purchase Orders

- Q: How can I get a *RUSH* or emergency purchase order approved?  
A: Call the CTAHR Fiscal Office for approval of legitimate emergency requests.
- Q: Why are prior approvals by fiscal officers required?  
A: The State Procurement Law of 1994 required the approval of all purchases by a fiscal officer prior to notification of the vendor to proceed.
- Q: How many quotes are necessary for purchase?  
A: Less than \$2,500 – No minimum number of quotes required.  
\$2,500 to less than \$15,000 - 3 or more verbal quotes with written quote from lowest bidder.  
\$15,000 to less than \$25,000 – 3 or more written quotes.
- Q: What is classified as equipment?  
A: Any unexpendable item which is \$5,000 more and will last longer than 1 year.
- Q: May I purchase items from the UH Bookstore with my personal funds and request reimbursement later?  
A: Purchases from the UH Bookstore should be done by purchase order or PCard. Faculty and staff should see their secretary for assistance.

### Travel Requests

- Q: Do I need to submit a travel request if I'm going on vacation?  
A: No. Only official time needs to be approved on the travel request. However, if you are planning to take vacation during the trip, the travel request should be submitted showing both the official time and the vacation time.
- Q: Can graduate students travel out of state?  
A: Graduate students or graduate assistants can travel out of state provided they have a source of funds and their travel has been properly approved by the department and college.
- Q: How do we find the best fares for out-of-state travel?  
A: Call Pua Fisher for best on-line pricing and use of UH Corporate Charge Card.

## Contracts and Grants

Q: Who do I call for assistance on requests for proposals?

A: Check with secretary as to which fiscal officer to contact: Diane Okubo, Allen Shinsato or Keith Suyat-Terauchi.

Q: How do I clear a deficit in my account?

A: Hopefully, documents exceeding the fund balance will be screened prior to being posted on the account. This should prevent the account from going into deficit. If a deficit does occur, call the college fiscal officer immediately for advice. Normally, you will be asked to indicate another account to which expenditures can legally be transferred. If the fiscal officer determines that it is appropriate to transfer the expenditures, you will be asked to submit a memo asking for the transfer. The fiscal officer is not the person you should ask for additional funds. He/she will only assist you in clearing the deficit by processing the proper paperwork.

Q: What does RCUH do?

A: All extramural project expenditures are processed through RCUH. RCUH acts as a payment processing organization. All fiscal and personnel documents will be approved by the CTAHR fiscal officer. The college will be held responsible for any errors or disallowances by auditors.