

1.320 Revolving Account Update/Renewal

Revolving accounts must be renewed at least biennially in accordance with University of Hawai'i (UH) Administrative Procedure (AP) [12.204](#) Revolving Account Service Orders to RCUH. An UH [Revolving Account Service Order Request](#) shall be submitted for any significant changes, such as a modification in purpose or in the goods/services to be provided, or a change in Principal Investigator (PI)/Project Manager (PM).

Revolving Account Service Order Requests are subject to UH and RCUH review/approval.

I. Procedure

A. Renewal

Deficit balances must be cleared prior to the expiration date of an account. If renewal of an account with a deficit is desired, an exception may be granted at the discretion of the RCUH Executive Director. A plan to clear the deficit must accompany the Revolving Account Service Order Request.

1. PI/PM and Fiscal Administrator (FA) shall complete the UH [Revolving Account Service Order Request](#) and required supporting documents.
2. PI/PM and FA shall route the completed Revolving Account Service Order Request, with supporting documents, for required UH approvals per UH AP [12.204](#) Revolving Account Service Orders to RCUH.
3. After all required UH reviews and approvals have been obtained, the Revolving Account Service Order Request shall be routed to RCUH.
4. Upon RCUH review and approval, the revolving account shall be updated in the RCUH financial system.
5. A copy of the fully executed Revolving Account Service Order Request shall be distributed to the UH Chancellor, the Vice President for Research and Innovation (VPRI), or their designee and FA of the account.

B. Modification

1. PI/PM and FA shall complete the UH [Revolving Account Service Order Request](#). A reason for the modification must be provided. Attach supporting documents if applicable.
2. PI/PM and FA shall route the Revolving Account Service Order Request for required UH approvals per UH AP [12.204](#) Revolving Fund Service Orders to RCUH.
3. After all required UH reviews and approvals have been obtained, the Revolving Account Service Order Request shall be routed to RCUH.
4. Upon RCUH review and approval, the revolving account shall be updated in the RCUH financial system.

5. A copy of the fully executed Revolving Account Service Order Request shall be distributed to the UH Chancellor, the VPRI, or their designee and FA of the account.

II. Relevant Documents

UH AP [12.204](#) Revolving Account Service Orders to RCUH

UH [Revolving Account Service Order Request](#)

Date Revised: 01/08/2018