

HawCC MOA Routing Slip

Between the University of Hawai'i, Hawai'i Community College and

Agency (s)
Period of Agreement – From: _____ To: _____

Routing Date

- _____ 1) Department Generate 2 Original MOA Documents
Budget reviewed by: _____ Initials: _____
Print Name
- _____ 2) Route MOAs to Dean/Director for approval
Approved by: _____ Initials: _____
Print Name
- _____ 3) Route MOAs to Vice Chancellor for approval
Approved by: _____ Initials: _____
Print Name
- _____ 4) Route MOAs to Business Office Bus Office Initials: _____
Business Office Notes:

- _____ 5) Bus Ofc routes MOAs to Chancellor VIA Ken Kaleiwahea for signature
Ken: _____ Initials
- _____ 6) Chancellor Routes MOAs to Business Office
- _____ 7) MOAs returned to department for agency's signature on 2 originals.
- _____ 8) Agency returns 1 signed MOA to department and keeps 1 original.
- _____ 9) Department routes ORIGINAL fully executed MOA to Business Office.

Attachments:

Budget: _____
Risk and Release: _____
Waivers: _____
Other: _____

Contact Information:

Name: _____
Department: _____
Phone number: _____
Email: _____