KCC Business Office
RCUH Financial Portal Process and Procedures

- **Requisitions / PO's**
  - Program support generates a requisition in the RCUH Financial Portal
    - Attaches all support documents (quotes, memos, etc.)
    - Complete additional forms (Price Reasonableness, Sole Sources, etc.)
  - Program support prints the requisition for PI's signature
    - Acceptable signatures
      - Manual signature (original preferred, fax and scanned copies are acceptable)
      - Electronic signature using the State of Hawaii eSign service.
        - <u>The unique document number ("Z" Purchase Order Number, Payment Req Number, etc.) is required in the eSign Agreement Name field to valid document approval</u>.
        - <u>ETS Final Audit Report (eSign documentation of signatures) is required</u>.
        - Please do not route electronic signatures for Business Office approval. The official Business Office approval will be in the RCUH Financial Portal.
  - PI signs the requisition
  - Program submits the signed requisition to the Business Office for processing
    - Requisition with signature
    - Additional forms with signature
    - Supporting documents
  - Business Office reviews and approves the Purchase Order
    - For purchases over $25K
      - Business Office approves the Purchase Order for RCUH approval
      - RCUH reviews and approves the Purchase Order
  - Business Office prints and signs Purchase Order and emails it to the program support

- **Payments**
  - Program support generates the payment document in RCUH
    - Attaches the invoice
    - Other support documents
  - Program support prints the payment document for PI's signature
    - Acceptable signatures
      - Manual signature (original preferred, fax and scanned copies are acceptable)
      - Electronic signature using the State of Hawaii eSign service.

            - The unique document number ("Z" Purchase Order Number, Payment Req Number, etc.) is required in the eSign Agreement Name field to valid document approval.
            - ETS Final Audit Report (eSign documentation of signatures) is required.
            - Please do not route electronic signatures for Business Office approval. The official Business Office approval will be in the RCUH Financial Portal.
    - PI signs the payment document
    - Program submits payment document and original invoice to the Business Office for processing
    - Business Office reviews and approves payment

- **Authorization For Payment**
    - Program support generates AFP in RCUH
        - Attaches the invoice
        - Attaches all supporting documents
    - Program support prints AFP for PI's signature
        - Acceptable signatures
            - Manual signature (original preferred, fax and scanned copies are acceptable)
            - Electronic signature using the State of Hawaii eSign service.
                - The unique document number ("Z" Purchase Order Number, Payment Req Number, etc.) is required in the eSign Agreement Name field to valid document approval.
                - ETS Final Audit Report (eSign documentation of signatures) is required.
                - Please do not route electronic signatures for Business Office approval. The official Business Office approval will be in the RCUH Financial Portal.
    - PI signs AFP
    - Program submits AFP and invoice to the Business Office for processing
        - Original invoice
        - Supporting documents
    - Business Office reviews and approves AFP

- **Mileage**
    - Program support generates mileage document in RCUH
        - Attaches parking receipts (if applicable)
        - Attaches all supporting documents
    - Program support prints mileage document for signature
        - Acceptable signatures
            - Manual signature (original preferred, fax and scanned copies are acceptable)

            - Electronic signature using the State of Hawaii eSign service.
                - The unique document number ("Z" Purchase Order Number, Payment Req Number, etc.) is required in the eSign Agreement Name field to valid document approval.
                - ETS Final Audit Report (eSign documentation of signatures) is required.
                - Please do not route electronic signatures for Business Office approval. The official Business Office approval will be in the RCUH Financial Portal.
    - Employee signs the mileage document
    - PI signs the mileage document
    - Program submits the mileage document to the Business Office for processing
        - Original parking receipts
        - Supporting documents
    - Business Office reviews and approves the mileage document

- **Travel Request and Completion**
    - Program support generates Travel in RCUH
        - Attaches all receipts
        - Attaches all supporting documents
    - Program support prints Travel for approvals
        - Acceptable signatures
            - Manual signature (original preferred, fax and scanned copies are acceptable)
            - Electronic signature using the State of Hawaii eSign service.
                - The unique document number ("Z" Purchase Order Number, Payment Req Number, etc.) is required in the eSign Agreement Name field to valid document approval.
                - ETS Final Audit Report (eSign documentation of signatures) is required.
                - Please do not route electronic signatures for Business Office approval. The official Business Office approval will be in the RCUH Financial Portal.
    - Travel is signed by Traveler
    - Travel is signed by PI
    - Travel is signed by Traveler's Supervisor
    - Program submits Travel and supporting documents to the Business Office for processing
        - Original receipts
        - Supporting documents
    - Business Office reviews and approves the travel document