

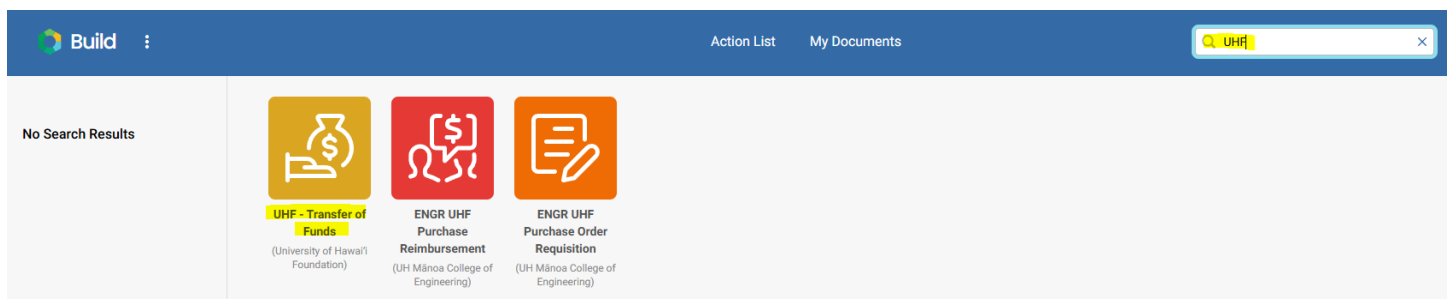


Instructions: Kualii Transfer Requests

Effective 3/4/2025, all transfer requests must be submitted through Kualii. This includes forms to transfer gifts, fundraising proceeds, other income, expenses, Quasi transactions, tickets/tables payments, and close account transfers.

NAVIGATION

- You may access the Kualii transfers link through our website <https://www.uhfoundation.org/resources/forms> under “Movements of Money”.
- Type “UHF” in the Kualii search bar.
- Click “UHF – Transfer of Funds” (Yellow icon).



TYPES OF TRANSFER FORMS

- Based on the nature of the transfer, please select the “Fund Transfer Type.” The online form and fields will change accordingly based on the type selected.
- These forms are strictly for transfers [between University of Hawaii Foundation \(UHF\) accounts.](#) Transfer requests must not involve accounts outside of UHF.
- All account purposes must align and support the transfer.
- Two (2) account administrator signatures are required for transfers of \$3,000 and above.
- Please ensure the correct individual(s) are selected in the “Authorize By” fields by verifying the email address.
- Signing individuals must be account administrators on the DR or “Transfer From” account.

Transfer of Gift, Fundraising Proceeds or Other Income

- Use this form to transfer funds to support another UHF account (e.g., departmental support), proceeds from fundraising events per the event worksheet, sponsorships, honorarium, and other similar purposes.
- For transfers of fundraising proceeds, please attach the event flyer.

Transfer of Expenses

- This form is used to transfer expenses that were posted to the incorrect project number(s) or to reimburse another UHF account for expenses.
- Fill in the expense information as posted in the Project History Report and upload the Project History Report with the related expense(s) highlighted.
- This form may not be used to transfer a blanket amount of funds to cover an unknown amount of expenses.

Transfer of Funds – Quasi

- This form is used to request establishment of a Quasi endowment account, transfer to add funds to a Quasi from the related expendable account, or transfer to redeem funds from a Quasi to the related expendable account.
- These Quasi transfers are processed quarterly: Quarter 1 end - 9/30, Quarter 2 end - 12/31, Quarter 3 end - 3/31, and Quarter 4 end - 6/30.
- If you would like a transfer to be processed in a certain quarter, please ensure all documents are submitted to UHF before that quarter end.

Transfer of Funds to Purchase Tickets/ Tables for UHF Events

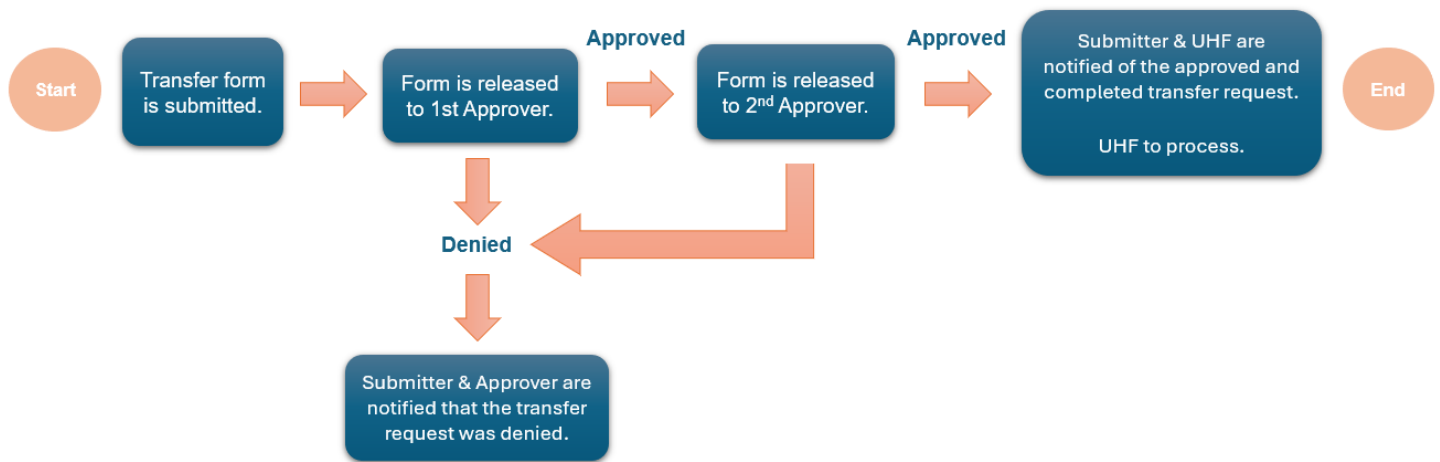
- This form is used to initiate payment for tickets/tables/entry fees for UHF events.
- “Transfer to”/CR account is the UHF account receiving the event revenues.
- Please attach the event flyer or invitation.
- Purpose/business justification must explain how this event supports the paying account’s purpose.

Transfer Funds Memo – Close Account

- This form is used to request account closures for zero balance UHF accounts or to transfer the residual balance and then close the UHF account.
- Run a project history report for the identified account(s) to check for outstanding encumbrances. If there is an outstanding encumbrance balance, please reach out to checkrequests@uhfoundation.org to clear it before submitting the close account memo.
- If an account identified for closure has a residual balance, the balance may be transferred to another UHF account with a similar purpose.

WORKFLOW

Below is a visual of the processes that occur once the transfer request is submitted.



For any questions/ concerns regarding your submission or transfers in general, please contact Finance@uhfoundation.org .