ACKNOWLEDGMENT TO REQUESTER

TO: Stephan Henrick
request+k4w5xumcpr@foi.uipa.org

FROM: Elmer Kaai
Director, Government Relations and Community Affairs
Office of the Chancellor
University of Hawai'i at Mānoa
Tel: (808) 956-3816
Email: elmerk@hawaii.edu

DATE REQUEST RECEIVED: September 4, 2026

DATE OF ACKNOWLEDGEMENT: **October 2, 2026**

GOVERNMENT RECORDS YOU REQUESTED: (attach copy of request or provide brief description below)

1. A copy of the Records Request is Attached.
2.
3.
4.

This acknowledgment is provided in accordance with section 2-71-13, Hawaii Administrative Rules ("HAR"), because the following extenuating circumstance(s) exist:

☐ Agency must consult with another person to determine whether the record is exempt from disclosure under chapter 92F, HRS.

☒ Request requires extensive agency efforts to search, review, or segregate the records, or otherwise prepare the records for inspection or copying.

☒ Agency requires additional time to respond to the request in order to avoid an unreasonable interference with its other statutory duties and functions.

☐ A natural disaster or other situation beyond the agency's control prevents the agency from sending a notice or responding to the request within ten business days.

Due to these extenuating circumstances, the agency will send you the written notice required by section 2-71-14, HAR, within a reasonable time not to exceed twenty business days following the date when the agency received your request. Among other things, this notice will inform you whether the agency intends (1) to disclose the record; (2) to deny access to all or part of the information in the requested record, identifying the portions that will not be disclosed and justifying the nondisclosure; or (3) that the agency is unable to disclose the record for the reasons given. The notice will also include the agency's good faith estimate of all fees that will be charged to the requester under section 2-71-19, HAR and the amount of prepayment required by the agency, if any.

If the agency is providing access to records, the agency will then:

(1) Disclose the requested records within five business days after providing notice or, when applicable, after receiving a prepayment as provided for under section 2-71-19, HAR;

or

(2) Disclose the requested records in increments because the requested records are voluminous.

See HAR § 2-71-15. Each increment will be disclosed within twenty business days after either (A) the prior incremental disclosure (if one prepayment of fees is required and received) or (B) receipt of each incremental prepayment required.

For questions about this acknowledgment, please contact the person named above. Questions regarding compliance with the UIPA may be directed to the Office of Information Practices at 808-586-1400 or oip@hawaii.gov.

REQUEST TO ACCESS A GOVERNMENT RECORD

This is a model form that may be used by a Requester to provide sufficient information for an agency to process a record request. Although the Requester is not required to use this form or to provide any personal information, the agency needs enough information to contact the Requester with questions about this request or to provide its response. This request may not be processed if the agency has insufficient information or is unable to contact the Requester.

DATE: 09-04-2026

TO: **University of Hawaii**
Agency that Maintains the Government Record

UHUIPA@hawaii.edu
Agency's Contact Information

FROM: request+k4w5xumcpr@foi.uipa.org
Requester's Name or Alias

request+k4w5xumcpr@foi.uipa.org
Requester's Contact Information

AS THE REQUESTER, I WOULD LIKE THE FOLLOWING GOVERNMENT RECORD:

Describe the government record as specifically as possible so that it can be located. Try to provide a record name, subject matter, date, location, purpose, or names of persons to whom the record refers, or other information that could help the agency identify the record. A complete and accurate description of the requested government record will prevent delays in locating the record. Attach additional pages if needed.

This is a request for public records under your state's Uniform Information Practices Act (UIPA)

I'm seeking machine-readable (CSV or Excel) exports that your offices can readily produce from existing reports or standard queries – no custom programming needed.

1. All external vendor payments made by University of Hawaii at Manoa

for fiscal years 2023, 2024, and 2025, covering all funding sources. Also include transaction-level P-card (purchasing card) transactions for the same periods, as well as travel and expense spend, including transactions processed through any separate travel, booking, or expense-reimbursement portal or paid as employee reimbursements for travel.

We do not need PDFs, images, receipts, or attachments – just the data exports your systems already produce.

Systems to Search

Please pull from whichever of these systems you use (or their data-warehouse mirrors). We accept separate files per system.

- ERP/AP/GL: PeopleSoft/Oracle Financials, Workday, SAP, Banner (Ellucian), Infor, etc.
- eProcurement/Contracts: Jaggaer (SciQuest), Ariba, Coupa (if used).
- Travel & Expense: Concur, Chrome River (only items paid directly to vendors or settled to the card).
- P-Card bank portals: Bank of America Works, U.S. Bank Access Online, JP Morgan PaymentNet, Wells Fargo, PNC, WEX, etc.
- Data warehouse/reporting: Cognos, Power BI, Tableau, SAS—existing canned reports are acceptable.

What to Send

Please provide data files with the following general structure where available:

1. Each row contains one payment or an aggregation of payments to a particular vendor over the identified time period

2. Data should contain:

- Individual university name (unless files are split per university)
- Vendor name
- Invoice date and / or Payment date
- Amount paid
- Description of product or service
- Department/Cost Center
- Payment method (invoiced, p-card, travel system billing)

3. If available / applicable (and included as part of the standard report), also include the following:

- Campus name
- Vendor address (or other contact information, e.g., email or URL)
- Program and Project/Grant
- PO number (if any) and Contract ID (if any)
- Payment method (check/ACH/wire/card); check/ACH/wire number masked as required

4. Do not send any sensitive personal information (e.g., SSNs, bank account or credit card numbers, birthdates).

Format & Delivery (to reduce cost and effort)

- Format: CSV or Excel
- How to produce: Please use existing, canned reports or standard ad-hoc exports your staff already runs (e.g., “Supplier Payments,” “Vouchers Paid,” “Account Activity (P-card)” in Works/Access Online/PaymentNet).
- No new code: Please do not do custom programming or field mapping beyond what your standard export allows. If any field isn’t available on your standard export, please proceed with the fields that are readily available
- Delivery: Email or secure link (SharePoint/OneDrive/SFTP). A single ZIP with the files is great.
- Documentation: If you already have a chart of accounts or brief data dictionary, please include it. If not, no need to create one.
- If fees are required to fulfill this request, please let us know before you proceed (and advise on any lower-cost alternatives).

If helpful, I’m happy to discuss the request in more detail.

Thank you,

I WOULD LIKE: (Please check one or more of the options below, as applicable)

☐ **To inspect the government record**

☒ **A copy of the government record: (**Please check only one of the options below.) See the next page for information about fees and costs that you may be required to pay for agency services to process your record request. Note: Copying and transmission charges may also apply to certain options.

☐ Pick up at agency (**date and time**): _____
☐ Mail (address): _____
[X] E-mail (address): request+k4w5xumcpr@foi.uipa.org
☐ Fax (toll free and only if available; provide fax number): _____
☐ Other, if available (please specify): _____

☒ If the agency maintains the records in a form other than paper, please advise in which **format you would prefer to have the record**.

☒ Electronic ☐ Audio ☐ Other (please specify):_____

[ ] Check this box if you are attaching a request for waiver of fees in the public interest (See waiver information on next page).

FEES FOR PROCESSING PUBLIC RECORD REQUESTS

You may be charged fees for the services that the agency must perform when processing your request for public records, including fees for making photocopies and other lawful fees. **The first $30 of fees charged for searching for a record, reviewing, and segregating will not be charged to you. Any amount over $30 will be charged to you.** Fees are as follows:

Search for a Record	$2.50 for 15 minutes
Review and Segregation of a Record	$5.00 for 15 minutes

Generally, no search, review, and segregation fees may be charged if you are making a request for personal records that are about you.

WAIVER OF FEES IN THE PUBLIC INTEREST

As an alternative to the $30 fee waiver (not in addition to), the agency may waive the first $60 of fees for searching for, reviewing and segregating records when the waiver would serve the public interest. If you wish to apply for a waiver of fees in the public interest, you must attach to this request a statement of facts, including your identity as the requester, to show how the waiver of fees would serve the public interest. The criteria for this waiver, found at section 2-71-32, Hawaii Administrative Rules, are

(1) The requested record pertains to the operations or activities of an agency;
(2) The record is not readily available in the public domain; and
(3) The requester has the primary intention and the actual ability to widely disseminate information from the government record to the public at large.

COSTS

The Agency may charge you any other lawful fees and the costs to copy and deliver your personal or public record request.

AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS

The agency to which you addressed your request must respond within a set time period. The agency will normally respond to you within 10 business days from the date it receives your request; however, in ***extenuating circumstances,*** the agency must respond within 20 business days from the date of your request. If you have questions about the response time or the records being sought, you should first contact the agency and request to consult with the agency's UIPA contact person.

Please note that the Office of Information Practices (OIP) does not maintain the records of other agencies and a requester must seek records directly from the agency. If the agency denies or fails to respond to your written request for records or if you have other questions regarding compliance with the UIPA, then you may contact OIP at 808-586-1400, oip@hawaii.gov, or 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813.

REQUESTER'S RESPONSIBILITIES

You have certain responsibilities under section 2-71-16, Hawaii Administrative Rules, which include making arrangements to inspect and copy records, providing further clarification or description of the requested record as instructed by the agency's notice, and making a prepayment of fees and costs, if assessed. The rules and additional training materials are available online at **oip.hawaii.gov** or from OIP.