



UNIVERSITY of HAWAII*
KAPI'OLANI
 COMMUNITY COLLEGE

MEMORANDUM

March 20, 2012

TO: Carol Masutani, Fiscal Officer

 VIA: Milton Higa, Vice Chancellor for Administrative Services
 Louise Pagotto, Vice Chancellor for Academic Affairs

 FROM: *for* Leon Richards
 Chancellor

SUBJECT: P-Card Issuance and Training

Louise Pagotto
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As we briefly discussed, I am requesting your office and staff to develop training for the issuance of P-cards to the following offices and supervisors:

1. Ron Takahashi/Sally Yamaguchi
2. Estelle Ogawa/Irene Shigano
3. Dave Evans/To be designated
4. Sheila Kitamura/Lorna Tomatani
5. Mark Kunimune/Jamie Sugai
6. Christine Nadamoto/Michelle Carter
7. Colette Higgins/To be designated
8. Kawika Napoleon/Helene Wong
9. Carl Hefner/Barbara Carlos
10. Maria Bautista/Jeri Poti
11. Mary Hattori/To be designated
12. Joe Overton/Walter Gojo
13. Bob Franco/Jeffrey Yamashiro
14. Frank Haas/To be designated
15. Patricia O'Hagan/Lorraine Imade
16. Charles Sasaki/Nancy Tojio-Wong
17. Sharoh Moore/Sheila Rhodes
18. Leon Richards/Nora Matsubara
19. Eileen Torigoe/To be designated
20. Gordon Man/Jean Ah Yuen
21. John Rand/Keolani Noa
22. Carol Hoshiko/To be designated

This training and the issuance of P-card should occur on or before May 15, 2012.

Please note that if you need to pay some of your staff overtime to do this P-Card training of Department Chairs, administrators, and office managers, please use some of the Business Office RTRF allocation.

- c Department Chairs
 Unit Heads
 Deans
 Vice Chancellors