

# FISCAL ADMINISTRATOR MASTER AGREEMENT FOR STAR-ADVERTISER WORK AT UH ADS

DEPARTMENT INFORMATION	
<b>FA Code</b>	
Department:	
Fiscal Authority:	
E-mail:	
<p>This Master Agreement is being entered into between System Administrative Services and University of Hawaii Departments requesting to have their vacant positions posted on the Work at UH site and advertised in the Star-Advertiser. The University is charged a fixed amount for each 5-line block ad. Additionally, an online posting fee will be equally prorated by the number of 5- line blocks placed each week. These costs will be charged to the Department placing the ad based on the FA code, KFS account code(s) and percentage(s) entered via the Work at UH system at the time the ad is authorized for publication. Only valid KFS account codes can be charged; RCUH Direct Project accounts and UH Foundation accounts will not be accepted. Payment by P-card or other credit cards will not be allowed.</p> <p>Note: Work at UH ad costs are based on negotiated contract rates and are subject to change.</p>	
APPROVAL	
<p><b>BY SIGNING BELOW, I AUTHORIZE SYSTEM ADMINISTRATIVE SERVICES TO RECHARGE THE ACCOUNT CODE(S) PROVIDED VIA THE WORK AT UH SYSTEM FOR ANY STAR-ADVERTISER AD(S) PLACED BY DEPARTMENTS UNDER MY FA CODE. I FURTHER CERTIFY THAT THE ACCOUNT CODE(S) PROVIDED VIA THE WORK AT UH SYSTEM WILL BE VALID KFS ACCOUNTS AND THAT SUFFICIENT FUNDS WILL BE AVAILABLE IN THE ACCOUNT(S) FOR THE COST OF ANY ADS PLACED.</b></p>	
Fiscal Authority Signature	Date
Printed Name	

**PLEASE RETURN FORM TO:  
Office of Human Resources  
Admin Bldg 2  
2440 Campus Road  
Honolulu, HI 96822**