

April 18, 2001

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 01-4**

TO: Senior Vice President and Executive Vice Chancellor  
Senior Vice Presidents and Chancellors  
Senior Vice Presidents  
Vice Presidents  
Chancellor  
Secretary of the Board of Regents  
State Director of Vocational Education  
Manoa Deans and Directors  
Directors

FROM: Eugene S. Imai  
Senior Vice President for Administration

SUBJECT: **ADMINISTRATIVE PROCEDURE A8.250a, PROCUREMENT**

Transmitted herewith is Administrative Procedure A8.250a, Small Purchases (Implementation of the SuperQUOTE Request for Quotation System). Section A8.250a has been added as a supplement to Section A8.250 and shall be applicable to those University Programs implementing SuperQUOTE during the trial period commencing May 1, 2001.

Any questions concerning these procedures should be directed to the Office of Procurement, Real Property and Risk Management, telephone (808) 956-8687.

Attachment