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## UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION  
AND CHIEF FINANCIAL OFFICER

August 1, 2002

### ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-15

TO: Senior Vice Presidents and Chancellors  
Vice Presidents  
Interim Chancellor  
Secretary of the Board of Regents  
State Director of Vocational Education  
Mānoa Deans and Directors  
Directors

FROM: *for* James R. W. Sloane *James R. W. Sloane*  
Vice President for Administration and Chief Financial Officer

SUBJECT: **ADMINISTRATIVE PROCEDURE A8.400, RISK MANAGEMENT**

Transmitted herewith is Administrative Procedure A8.400, Risk Management.

This Administrative Procedure provides systemwide and campus administrators with guidelines for implementing various categories of risk management measures, including indemnification and insurance. It also provides instruction for the reporting, investigation, and processing of claims for loss or damage to University property, tort claims occurring on University premises or during University activities and operations, and claims involving University automobiles.

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

Attachments