ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-3

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

SUBJECT: ADMINISTRATIVE PROCEDURE A8.290, PROCUREMENT

Transmitted herewith is the revised Administrative Procedure A8.290, Requirements of Federally Funded Purchases.

These procedures were updated to consolidate all procedures pertaining to purchasing with Federal funds under one section. Specifically, the revisions are as follows:

- Subsection A8.290.3 Acquisition was added and sets forth procedures for the acquisition of Federal property which were previously included in section A8.528 Federal Personal Property.

- To respond to an audit finding of the Property Control Systems Analysis conducted by the Office of Naval Research, language was added to A8.290.3 to require the inclusion of the appropriate government property clause in University subcontracts.

- Subsection A8.290.4 Contracting with Vendors Debarred, Suspended, or Proposed for Debarment by the Federal Government was added to incorporate provisions regarding Debarment and Suspension Certifications which had been previously disseminated as an OPRPRM Circular.

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

Attachments