October 25, 2005

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 05-08

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

FROM: Howard Todo
      Vice President for Budget and Finance
      Chief Financial Officer

SUBJECT: ADMINISTRATIVE PROCUREMENT PROCEDURE A8.290,
          REQUIREMENTS OF FEDERALLY FUNDED PURCHASES

Transmitted herewith is the revised Administrative Procedure A8.290, Requirements of Federally Funded Purchases. This update is issued in response to recommendations resulting from a Contractor Purchasing System Review and a Property Control System Analysis conducted by the Office of Naval Research. The revisions include:

- Requirement for citation on the subcontract or purchase order of the federal contract or grant/cooperative agreement and the applicable federal flowdown provisions. Also, requirement for retention of a copy of the applicable federal flowdown provisions in the procurement file;

- Addition of subsection 3.c, Advance Notification;

- Under subsection 4. a.3), update of IPE acquisition cost to $15,000 and ADPE acquisition cost to $50,000;

- Addition of section 8, Small Business Solicitation Documentation; and

- Addition of section 9, Close-Out Procedures for Federally Funded Subcontracts.

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