June 3, 1999

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 99-5

TO: Senior Vice President and Executive Vice Chancellor
    Senior Vice Presidents and Chancellors
    Senior Vice Presidents
    Vice Presidents
    Interim Chancellor
    Mānoa Deans and Directors
    Directors

FROM: Eugene S. Imai
      Senior Vice President for Administration

Subject: ADMINISTRATIVE PROCEDURES

Administrative Procedures Manual A8.515, State Physical Inventory, and A8.534, Federal Physical Inventory, are revised to include detailed instructions for conducting the annual physical inventory. Prior to this revision, the instructions were issued along with the reports generated to conduct the annual physical inventory. The detailed instructions have been incorporated into the Administrative Procedures Manual to emphasize the importance of equipment accountability.

These procedures will be made available on-line via the Internet on the UHINFO server along with the revised Administrative Procedures. Should you have any questions with the procedures, please call the Inventory Management Section at 956-8735.