

Prepared by the Vice President for Research
This is a new procedure.

A10.300
July 2007

A10.000 Applied Research Laboratory
Administrative Policies and Procedures

P 1 of 2

A10.300 Procurement Policies

1. Purpose. To establish procurement policies for the Applied Research Laboratory at the University of Hawaii (ARL at UH).
2. Applicability. These policies shall apply to the Applied Research Laboratory at the University of Hawaii (ARL at UH).
3. Definitions. For the purposes of applying the relevant RCUH policy and procedure, the following definitions shall be used:
 - a. "Executive Director" shall refer to the RCUH Executive Director.
 - b. "Financial Services Manager" shall refer to the RCUH Financial Services Manager.
 - c. "Disbursing Office" shall refer to the RCUH Disbursing Office.
 - d. "Human Resources Department" shall refer to the RCUH Human Resources Department.
 - e. "Office of Research Services" (ORS) shall refer to the UH Office of Research Services, which is the University central office responsible for the administration of research and training grants and contracts.
 - f. "Designated University Official" (DUO) or "Fiscal Officer" (FO) shall refer to the ARL at UH Business Office director or designee.
4. Policy. To facilitate the execution of task orders and other ARL at UH activities, the ARL at UH shall use the RCUH procurement system and its policies and procedures. For the purpose of applying the RCUH procurement policies and procedures, the ARL at UH shall be considered a UH Service Order of Federal or Private Funds.
 - a. Transaction guidelines. The Principal Investigator shall initiate procurement actions. Purchasing documents (e.g., requisitions, purchase orders, etc.) shall be submitted to the ARL at UH Business Office (DUO) for review and approval prior to submission to RCUH.

Travel costs. Items such as per diems, excess lodging and mileage reimbursements shall be determined as follows:

1. For faculty, refer to Article VIII of the Unit 7 Agreement.
2. For APT employees, refer to Article 35 of the Unit 8 Agreement.
3. For ARL at UH employees hired through RCUH, see footnote.

5. References.

- a. [Unit 7 Agreement](#)
- b. [Unit 8 Agreement](#)

Footnote

In accordance with the agreement between the University of Hawai'i and Research Corporation of the University of Hawai'i (RCUH), employees hired through the RCUH for the ARL at UH are subject to RCUH policies and procedures.