



UNIVERSITY OF HAWAII

SENIOR VICE PRESIDENT FOR ADMINISTRATION

June 12, 2001

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 01-6

TO: Senior Vice President and Executive Vice Chancellor
Senior Vice Presidents and Chancellors
Senior Vice Presidents
Vice Presidents
Chancellor
M~noa Deans and Directors
Directors

FROM: Eugene S. Imai 
Senior Vice President for Administration

Subject: **ADMINISTRATIVE PROCEDURES**

Administrative Procedures A8.550, Capitalization, and A8.551, Non-Expendable Personal Property, are being revised to eliminate the need to capitalize livestock. Prior to the revisions, livestock were treated as capital assets. The new policies treat the acquisition of livestock and research animals as current operating supplies rather than as capital assets. Administrative Procedures A8.505, State Personal Property, A8.512, Identification of Property, A8.514, Maintenance of Records, and A8.517, Reports, are also being revised to clarify terms in the APMs and uses of FMIS fixed assets reports.

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