



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

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 *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.