



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

January 2, 2006

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 05-09

TO: University Administrators and Chancellors

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

SUBJECT: **ADMINISTRATIVE PROCEDURES A8.507, A8.528 AND A8.536**

Transmitted herewith is the revised Administrative Procedures A8.507, Responsibilities of the Custodians and Others; A8.528, Acquisition (Federal Personal Property); and A8.536, Subcontract Control. This update is issued in response to recommendations resulting from a Property Control System analysis conducted by the Office of Naval Research. The revisions include:

- Updating A8.507 to require the room number be included on fixed asset records for equipment and controlled property, as well as clarifying responsibility and deadlines for report submission;
- Removal of sections in A8.528 which are now covered in A8.290, Requirements of Federally Funded Purchases;
- Updating A8.536 to refer to provisions covered in A8.290.

Please call the Property and Fund Management Office at 956-8735 should you have any questions.

Attachments