



**UNIVERSITY OF HAWAII**

SENIOR VICE PRESIDENT FOR ADMINISTRATION

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.