

April 7, 2000

EXECUTIVE MEMORANDUM NO. 00-3

TO: Senior Vice President and Executive Vice Chancellor
Senior Vice Presidents and Chancellors
Senior Vice Presidents
Vice Presidents
Secretary of the Board of Regents
State Director for Vocational Education

FROM: Kenneth P. Mortimer
President, University of Hawai`i and
Chancellor, University of Hawai`i at Manoa

SUBJECT: **EXECUTIVE POLICY E8.108 - DELEGATION OF AUTHORITY**

Executive Policy E8.108, Delegation of Authority, delegates authority to the Senior Vice President for Administration and his designees to implement a purchasing card program for making small-dollar purchases of goods and services on behalf of the University of Hawai`i.

Executive Policy E8.108 is available on the Worldwide Web.

Prepared by the Office of the
Senior Vice President for Administration.
This is a New Policy.

UNIVERSITY OF HAWAII

EXECUTIVE POLICY - DELEGATION OF AUTHORITY

March 2000

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E8.108 Authority to Develop Policies and Procedures for the Implementation of a Purchasing Card Program.

Source of Delegation:

Board of Regents Bylaws and Policies, Section 8-1(a); 2-2(b)(4)

Authority Delegated to:

Senior Vice President for Administration and his designees to carry out the responsibilities relating to the implementation of a Purchasing Card Program for the purpose of making small-dollar purchases of goods and services on behalf of the University of Hawai'i.

Effective Date of Delegation:

March 15, 2000