



November 7, 2012

**EXECUTIVE MEMORANDUM No. 12-18**

TO: Executive Vice President and Provost  
Vice Presidents  
Chancellors  
Executive Administrator and Secretary of the Board of Regents  
System Directors

FROM: M.R.C. Greenwood  
President

A handwritten signature in black ink that reads 'MRC Greenwood'.

SUBJECT: New Executive Policy E8.110, Authority to Execute Contractual Documents for  
Ticket Sales for Non-Athletic Events

For your information and appropriate distribution attached is a new Executive Policy E8.110, Authority to Execute Contractual Documents for Ticket Sales for Non-Athletic Events. This policy delegates authority at specified levels to the Chancellor and the Vice President for Budget and Finance/Chief Financial Officer to execute contractual documents for ticket sales for non-athletic events using the University of Hawai'i at Mānoa Athletics ticket system.

Should you have any questions, please contact the Office of the Vice President for Budget and Finance/Chief Financial Officer.

Attachment