

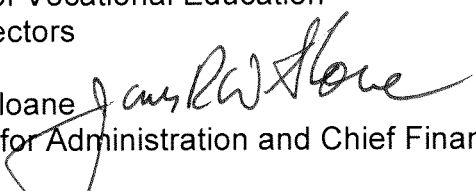
UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

May 12, 2004

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 04-03

TO: Vice Presidents and Chancellors
Secretary of the Board of Regents
State Director of Vocational Education
Deans and Directors

FROM: James R. W. Sloane 
Vice President for Administration and Chief Financial Officer

SUBJECT: **ADMINISTRATIVE PROCEDURE A8.250, SMALL PURCHASES**

Transmitted herewith is the revised Administrative Procedure A8.250, Small Purchases. These revisions serve to clarify the current procedure regarding the request for exception to use of the SuperQUOTE system in the solicitation of quotations through submission of OPRPM Form 148. The revisions further clarify the procedure to be used in making small purchases when the amount exceeds \$25,000, when an exception applies, or when no quotations are received in response to a request for quotations.

Any questions concerning these procedures should be directed to the Office of Procurement and Real Property Management, telephone (808) 956-8687.

Attachments