



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

January 30, 2002

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 01-21

TO: University Executive Council
State Director of Career and Technical Education
Deans and Directors

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

SUBJECT: **NEW ADMINISTRATIVE PROCEDURE**

The University annually conducts external audits of departments and programs. We are pleased to inform you that we have received an unqualified opinion from our external auditor. Although an unqualified opinion is the most favorable opinion that we can receive, the auditor has recommended that we develop procedures to address inventorial supplies.

This procedure will apply only to those units with supplies for sale and use. Also, it provides guidance in the recording of supplies as an asset and a more accurate picture of your departments and the University's financial position. The administrative procedure is entitled A8.636, Supply Inventory.

Administrative officers were notified of the availability of this administrative procedure via the administrative procedure listserv. The administrative procedure is available on the Worldwide Web (WWW) in an Adobe/Acrobat format at <http://www.hawaii.edu/svpa/apm/sysap.html>.

Should you have any questions, please call the General Accounting and Loan Collection Office at 956-8278.