



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

August 1, 2002

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-14

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

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

SUBJECT: **ADMINISTRATIVE PROCEDURE A8.300, REAL PROPERTY**

Transmitted herewith is Administrative Procedure A8.300, Real Property.

This Administrative Procedure provides guidelines and instruction for requests relating to the acquisition or conveyance of real property and interests in real property in accordance with Section 10-1 of the Board of Regents Bylaws and Policies. It also sets forth specific procedures for the rental or lease of non-University office space and other facilities, on a short or long term basis, to meet the operational requirements of University programs.

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

Attachments