



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

September 19, 2002

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-18

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

SUBJECT: **REVISED ADMINISTRATIVE PROCEDURE A8.295, SMALL BUSINESS
AND SMALL DISADVANTAGED BUSINESS UTILIZATION PROGRAM**

Administrative Procedure A8.295, Small Business and Small Disadvantaged Business Utilization Program has been updated and is available on-line at <http://www.hawaii.edu/svpa/apm/proc/a8295.pdf>.

This Administrative Procedures provides guidelines and procedures in support of the University's efforts to assist small business and small disadvantage business concerns in competing for direct contractual awards and for subcontractual awards under Federal contracts and grants.

The Business Classification Certification Statement (OPRPRM Form 115) which shall be used by all individuals directly responsible for the acquisition of goods and services has been revised and is available at: <http://www.hawaii.edu/svpa/apm/proc/procform/att2951.pdf>.

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

Attachments