



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION  
AND CHIEF FINANCIAL OFFICER

January 23, 2002

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-2**

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

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

SUBJECT: **SYSTEMWIDE ADMINISTRATIVE PROCEDURES**

The Office of Naval Research conducts a review of our property system biennially on behalf of all federal agencies that award grants and contracts to the University. We are happy to report that the University's system was approved with an overall rating of satisfactory. While the approved/satisfactory rating is the best rating an institution receiving federal funds can attain, the review team recommended changes to our Administrative Procedures to further strengthen our compliance with federal property management standards.

The following Administrative Procedures concerning property management have been revised:

1. A8.507, Responsibilities of Custodian and Others
2. A8.510, Equipment Requiring Special Handling
3. A8.515, Physical Inventories – State Property
4. A8.518, Disposals and Transfers – State Property
5. A8.527, Records of Federal Property
6. A8.530, Storage and Movement – Federal Property
7. A8.531, Consumption – Federal Property
8. A8.532, Utilization – Federal Property
9. A8.534, Physical Inventory – Federal Property
10. A8.535, Disposals and Transfers – Federal Property

Administrative Procedure A8.509, Temporary Storage of Equipment, is deleted.

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Administrative officers were notified of the availability of these administrative procedures via the administrative procedure listserv. The revised administrative procedures are available on the Internet at <http://www.hawaii.edu/svpa/apm/sysap.html>. Should you have any questions, please call the Inventory Management Section at 956-8735.