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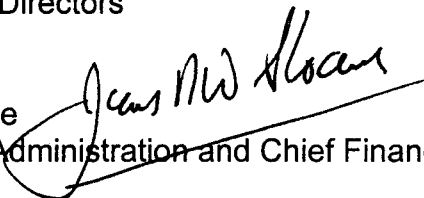
## UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION  
AND CHIEF FINANCIAL OFFICER

January 29, 2002

### ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-3

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   
Vice President for Administration and Chief Financial Officer

SUBJECT: **ADMINISTRATIVE PROCEDURE A8.290, PROCUREMENT**

Transmitted herewith is the revised Administrative Procedure A8.290, Requirements of Federally Funded Purchases.

These procedures were updated to consolidate all procedures pertaining to purchasing with Federal funds under one section. Specifically, the revisions are as follows:

- Subsection A8.290.3 Acquisition was added and sets forth procedures for the acquisition of Federal property which were previously included in section A8.528 Federal Personal Property.
- To respond to an audit finding of the Property Control Systems Analysis conducted by the Office of Naval Research, language was added to A8.290.3 to require the inclusion of the appropriate government property clause in University subcontracts.
- Subsection A8.290.4 Contracting with Vendors Debarred, Suspended, or Proposed for Debarment by the Federal Government was added to incorporate provisions regarding Debarment and Suspension Certifications which had been previously disseminated as an OPRPRM Circular.

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

#### Attachments