



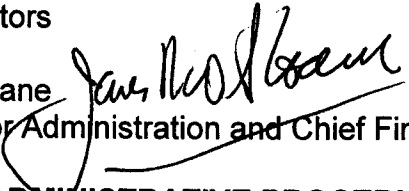
UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

February 25, 2002

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02- 04

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

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

SUBJECT: **SYSTEMWIDE ADMINISTRATIVE PROCEDURE**

Administrative Procedure A8.535, Disposal or Transfer, was revised in January 2002 to address the recommendations in the Property Control System Analysis performed by the Office of Naval Research (ONR) in September 2001. After reviewing the revised procedures, ONR further recommends that thirty (30) days after federal authorization notification is sufficient time for the University to transfer inventory in expired awards to the follow-on award. The last sentence in the procedure has been revised by requiring transfers to the follow-on award to be accomplished within thirty (30) days instead of one hundred twenty (120) days. Although the bar has been set to a higher standard of excellence, the new benchmark is reasonable. We are also pleased to inform you that this small revision will enable ONR to close the property review.

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.