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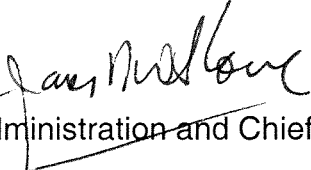
## UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION  
AND CHIEF FINANCIAL OFFICER

February 11, 2003

### ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 03-02

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

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

SUBJECT: **ADMINISTRATIVE PROCEDURE A8.026, APPOINTMENT OF FISCAL OFFICERS AND ASSISTANT FISCAL OFFICERS**

Transmitted herewith is the revised Administrative Procedure A8.026, Appointment of Fiscal Officers and Assistant Fiscal Officers. These revisions serve to clarify the current procedure and to provide for the routing of all actions to appoint Fiscal Officers and to delegate purchasing authority through the Director of Financial Management and Controller.

The guidelines, procedures and attachments are available on-line at <http://www2.hawaii.edu/svpa/apm/fiscal/a8026.pdf>.

If you have any questions concerning these procedures, please contact Associate Director Gwen Won at (808) 956-8687.

Attachments