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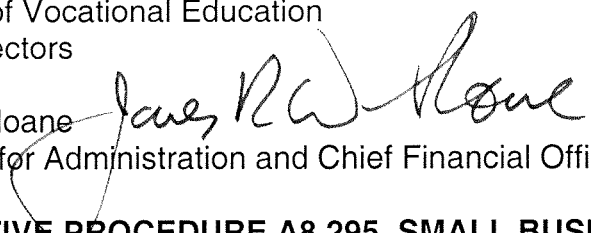
## UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION  
AND CHIEF FINANCIAL OFFICER

March 20, 2003

### ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 03-04

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 A8.295, SMALL BUSINESS AND  
SMALL DISADVANTAGED BUSINESS UTILIZATION PROGRAM**

Transmitted herewith is the revised Administrative Procedure A8.295, Small Business and Small Disadvantaged Business Utilization Program. These revisions serve to clarify the current procedure and to provide guidelines for reporting subcontracts issued under applicable federal contracts utilizing small disadvantaged business concerns and HUBZone small business concerns.

If you have any questions concerning these procedures, please contact Danielle Wong at (808) 956-7159.

Attachments