



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

July 11, 2006

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 06-18

TO: University Administrators and Chancellors

FROM: Howard Todo *Howard Todo*
Vice President for Budget and Finance
Chief Financial Officer

SUBJECT: ADMINISTRATIVE PROCEDURE A8.290 - REQUIREMENTS OF
FEDERALLY FUNDED PURCHASES

Transmitted herewith is revised Administrative Procedure A8.290 – Requirements of Federally Funded Purchases. The revisions include:

- Revisions to Attachments 290.1, 290.2, 290.2a, 290.1a, and 290.1b as recommended by the Office of Naval Research;
- Deletion of references to Automatic Data Processing Equipment (ADPE) from subsection 4.a.3);
- An alternate method of obtaining debarment certifications under section 5, Contracting with Vendors Debarred, Suspended, or Proposed for Debarment by the Federal Government. The University may either obtain signed certifications or check the Excluded Parties List to ensure that vendors are not included on the list.;
- Addition of section 10, Defense Priority and Allocation Requirements; and
- Addition of section 11, Payment of Allowable Costs and Fixed Fee.

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

Attachment