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## UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

July 13, 2006

### ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 06-19

TO: University Administrators and Chancellors

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

SUBJECT: ADMINISTRATIVE PROCEDURE A8.200 - OVERVIEW  
ADMINISTRATIVE PROCEDURE A8.250 - SMALL PURCHASES

Transmitted herewith are revised Administrative Procedure A8.200 – Overview and Administrative Procedure A8.250 – Small Purchases. The revisions include:

- Addition of paragraph A8.200.6, Electronic Processing, requiring the use of the electronic ePurchasing system for processing of purchase requests initiated by a requisition document and charged to University-administered accounts;
- Revision to paragraph A8.250.11, Preparing Electronically Generated Purchasing Documents, to include the pertinent website where instructions on the use of the ePurchasing system to prepare purchasing documents may be found ;
- Revision to paragraph A8.250.15c, Purchase Order Changes, Preparation of Purchase Order Change Form, to include the pertinent website where instructions on the use of the ePurchasing system to prepare purchase order change forms may be found.

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

Attachments