



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

September 11, 2006

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 06-22

TO: University Administrators and Chancellors

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

SUBJECT: ADMINISTRATIVE PROCEDURE A8.836 – PURCHASE ORDERS
AND RELATED FORMS

Transmitted herewith is the revised administrative procedure A8.836 – Purchase Orders and Related Forms.

Last revised in 1996, this administrative procedure has been updated with the following:

- Changes to office names to reflect the current organization structure.
- Clarification of responsibilities for the departments, fiscal officers, Office of Procurement and Real Property Management, and the Disbursing Office.
- Clarification of procedures to encumber and process purchase orders.
- Update of required forms which are available on-line.

The administrative procedures are available on the Worldwide Web (www) in an Adobe/Acrobat format at <http://www.hawaii.edu/apis/apm/sysap.html>.

Should you have any questions, please call the Disbursing Office at 956-7126.