


UNIVERSITY OF HAWAII

Office of Procurement and Real Property Management

January 26, 2007

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 07-01

TO: University Administrators and Chancellors

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

SUBJECT: ADMINISTRATIVE PROCEDURE A8.250 – SMALL PURCHASES
ADMINISTRATIVE PROCEDURE A8.255 - SOLE SOURCE PROCUREMENT
ADMINISTRATIVE PROCEDURE A8.260 – EMERGENCY PROCUREMENT

Transmitted herewith are revised Administrative Procedures A8.250 – Small Purchases, A8.255 – Sole Source Procurement, and A8.260 – Emergency Procurement. The revisions include:

- Revisions to paragraphs A8.250.1 through A8.250.4 to raise the threshold for small purchases from less than \$25,000 to less than \$50,000;
- Revision to paragraph A8.250.5 regarding exceptions to the use of the SuperQUOTE electronic procurement system for small purchases
- Revision to paragraph A8.250.20 and A8.255.2 to raise the threshold for the posting and Presidential approval of sole source purchases to less than \$50,000;
- Revision to Exhibit A as referenced in paragraph A8.255.1.i to include additional items which are pre-approved for sole source procurement; and
- Revision to paragraph A8.260.2 and Attachment 260.1 to raise the threshold for Presidential approval of emergency purchases to less than \$50,000.

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

Attachments