



January 21, 2009

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 09-01**

**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 A8.220 – GENERAL PRINCIPLES  
ADMINISTRATIVE PROCEDURE A8.230 – CONTRACTING FOR SERVICES  
ADMINISTRATIVE PROCEDURE A8.255 – SOLE SOURCE PROCUREMENT  
ADMINISTRATIVE PROCEDURE A8.260 – EMERGENCY PROCUREMENT

Transmitted herewith are the subject Administrative Procedures which have been revised to reflect changes in the processing requirements for various procurement actions.

The revisions include:

- Revision to paragraph A8.200.4 to reflect the revised dollar thresholds for procurements of goods, services, and construction which require the prior approval of the Board of Regents;
- Revision to paragraph A8.220.9a, to revise the procurement exemptions relating to the services of lecturers, speakers, etc. (No. 21), insurance (No. 22), advertisements in specialized publications (No. 27), arbitrator and mediator services (No. 28), and radio and television airtime (No. 31), and to add procurement exemptions for subscription costs and registration fees for conferences or training (No. 33) and court reporter services (No. 34);
- Revision to paragraph A8.220.9b and A8.220.9c to provide for posting of requests for exemption from Chapter 103D on an internet site and to revise OPRPM Forms 138 (Attachment 220.3) and 149 (Attachment 220.5) to require review and approval by the Chancellor or Vice President under whose jurisdiction the request originates prior to submission to the Office of Procurement and Real Property Management for approval by the President;
- Revision to paragraph A8.230.5a to reflect the revised dollar threshold for procurements of consultant services which require the prior approval of the Board of Regents;

- Revision to paragraph A8.255.2d and A8.255.3b to require review and approval of requests for sole source procurements by the Chancellor or Vice President under whose jurisdiction the request originates prior to submission to the Office of Procurement and Real Property Management and to revise OPRPM Form 65 (Attachment 255.1) to reflect this requirement; and
- Revision to paragraph A8.260.2a to require review and approval of requests for emergency procurements by the Chancellor or Vice President under whose jurisdiction the request originates prior to submission to the Office of Procurement and Real Property Management and to revise OPRPM Form 152 (Attachment 260.1) to reflect this requirement.

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

#### Attachments