



September 21, 2009

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

**TO:** University Administrators and Chancellors

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

**SUBJECT:** ADMINISTRATIVE PROCEDURE A8.220 – GENERAL PRINCIPLES  
ADMINISTRATIVE PROCEDURE A8.245 – PROFESSIONAL SERVICES  
ADMINISTRATIVE PROCEDURE A8.250 – SMALL PURCHASES  
ADMINISTRATIVE PROCEDURE A8.290 – FEDERALLY FUNDED PURCHASES

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 A8.220.9a to eliminate the procurement exemptions for the purchase of animals and plants (No. 23) and fresh meats and produce (No. 32) as provided by Act 175 (SLH 2009) relating to the Hawaii Public Procurement Code;
- Revision to paragraph A8.245.1 to include a listing of those services falling within the definition of professional services as provided in section 103D-104, Hawaii Revised Statutes;
- Revision to paragraphs A8.250.1, A8.250.2, A8.250.4, A8.250.5, and A8.250.6 to reflect revised dollar thresholds for small purchases of goods, services, and construction as provided by Act 175 (SLH 2009); and
- Revision to paragraphs A8.290.1 and A8.290.2 to incorporate revisions to the federal flowdown provisions for subcontracts and purchase orders under federal contracts and grants as provided in Attachments 290.1, 290.1a, 290.1b, 290.2, and 290.2a in response to recommendations resulting from a Contractor Purchasing System Review conducted by the office of Naval Research.

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

Attachments