



November 7, 2012

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 12-16

TO: University Administrators and Chancellors

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

SUBJECT: Administrative Procedure A8.265, Specialized Purchasing

Transmitted herewith is revised Administrative Procedure A8.265, Specialized Purchasing. The revision to this administrative procedure adds a section for Performances which provides guidelines, including requirements for approval and limitations on deposits or prepayments.

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

Attachment