



November 7, 2012

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 12-17**

TO: University Administrators and Chancellors

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

SUBJECT: Administrative Procedure A8.275, Contract Formation and Administration

Transmitted herewith is revised Administrative Procedure A8.275, Contract Formation and Administration. The revision to this administrative procedure clarifies that this procedure relates to formation and administration of contracts and provides additional guidance regarding payments on contracts, restricting advance payments and emphasizing that pro forma invoices are not allowed.

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

Attachment