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Howard S Todo  
Vice President

November 7, 2012

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 12-18**

TO: University Administrators and Chancellors

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

SUBJECT: New Administrative Procedure A8.571, University of Hawai'i at Mānoa Athletics Ticket Sales for Events that are not University of Hawai'i Athletic Competitions and that Involve Payments to Non-University of Hawai'i Entities

Transmitted herewith is Administrative Procedure A8.571, University of Hawai'i at Mānoa Athletics Ticket Sales for Events that are not University of Hawai'i Athletic Competitions and that Involve Payments to Non-University of Hawai'i Entities. This procedure requires written agreements regarding the rights to and disposition of proceeds of ticket sales. In addition it restricts payments from such proceeds and sets forth other requirements.

Any questions concerning this procedure should be directed to the Financial Management Office at (808) 956-7161.

Attachment