



February 25, 2013

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 13-03

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 further clarifies and provides additional guidance on the restrictions regarding advance payments and deposits on contracts and purchase orders.

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

Attachment