




July 26, 2013

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 13-14

TO: University Administrators and Chancellors

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

SUBJECT: Revisions to UH Systemwide Administrative Procedures: A8.525, Federal Personal Property and A8.526, General Property Management Standards

Transmitted herewith are revised Administrative Procedures A8.525 and A8.526, which provide guidelines and definitions used in the management of Federal personal property and general property management standards for the University of Hawai'i, respectively. The revisions, summarized below, are required due to regulatory changes issued by the Federal Government.

A8.525

The revision incorporates specific reference to Federal Acquisition Regulation (FAR) 52.245-1 as it is now required by Federal sponsoring agencies that the University of Hawai'i observe the property management standards that are consistent with voluntary consensus standards prescribed by this regulation.

Revised APM A8.525 is available at <http://www.hawaii.edu/svpa/apm/fpp/a8525.pdf>.

A8.526

The revision adds a statement that the University of Hawai'i follows property management standards that are consistent with voluntary consensus standards for non-expendable personal property for compliance purposes and provides updated physical inventory instructions due to the implementation of the Kualii Financial System.

Revised APM A8.526 is available at <http://www.hawaii.edu/svpa/apm/fpp/a8526.pdf>.

Any questions concerning this procedure should be directed to the Property & Fund Management Office at 956-8735.