



September 15, 2014

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 14-09**

TO: University Administrators and Chancellors

FROM: Jan Gouveia  
Vice President Administration

Subject: Administrative Procedure A8.266, Purchasing Cards (Interim)

Transmitted herewith is revised Administrative Procedures A8.266, Purchasing Cards (Interim), which is being issued in conjunction with the implementation of the procurement card document (PCDO) in the purchasing/accounts payable module of the Kualii Financial System. The revision to this administrative procedure further clarifies and provides additional guidance on the purchasing card program as the preferred method of purchasing for small dollar purchases less than \$2,500.00.

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

Attachments