

Prepared by Office of Procurement and Real Property Management.  
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A8.265

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A8.200 Procurement

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A8.265     Specialized Purchasing

1.     Air Travel

a.     Out-of-State Travel

- 1)     Fiscal officers are authorized to process purchase orders for out-of-state travel within their purchasing authority from any authorized travel agency, travel bureau or carrier doing business in the State of Hawaii. Air travel exceeding fiscal officers' authority shall be submitted together with the approved travel request or a list of the travelers' names, destinations, and dates of travel to a designated departmental fiscal officer with greater purchasing authority or to the Office of Procurement and Real Property Management (OPRPM), as applicable, for procurement action.
  
- 2)     Air travel will be at the lowest available airfare unless an overriding condition exists that dictates otherwise. Various airlines capable of meeting travellers' requirements must be considered for determining the lowest available fare.
  - a)     For purchases exceeding \$2,500 and falling within their purchasing authority, fiscal officers shall obtain at least three (3) verbal quotations for air travel either from three (3) different vendors, e.g., travel agencies, or from one (1) vendor for three (3) different airlines. In addition, for such purchases, fiscal officers shall obtain a written quotation from the low bidder.

- 3) University travellers are required to make travel reservations sufficiently in advance to qualify for available discounts. Failure to book early shall be justified in the Travel Completion Report.
- 4) All out-of-state travel requires prior approval as provided in APM A8.851.
- 5) Airfare travel refund statement should be indicated on all University purchase orders in the description section in bold print as follows:

"Refunds on tickets shall be made payable only to the University of Hawaii."

b. Inter-Island Travel

- 1) If the OPRPM has initiated contracts for inter-island air travel coupons, University programs are required to purchase air travel coupons from the contracted vendor. See APM, Section A8.265, Requirements Contracts.
- 2) While in the possession of the University program, the coupons must be controlled in a manner that will preclude theft or other unauthorized usage.
- 3) If contract for inter-island air travel coupons are not in effect, fiscal officers should follow the procedures in place for out-of-state air travel.

2. Automobile Rentals

Rental of automobiles for use by University personnel shall be allowed only in instances where government owned vehicles or privately-owned vehicles on a mileage basis are unavailable or impractical. Rental will be confined to compact and subcompact vehicles unless reasons exist that justify the need for larger vehicles. Such reasons may include:

- a. Distance/type of terrain to be traveled; and

- b. Amount/type/size of persons, materials, and equipment to be transported

The State of Hawaii self insures its automobile no-fault coverage. All leased, hired, rented, and non-owned cars are covered when authorized by the University and operated under the name of the University. The purchase of the collision damage waiver (CDW) is permitted only in the following situations:

- a. Rentals outside the State of Hawaii;
- b. Where it is a precondition to renting a car on advantageous financial terms;
- c. Where the cost is fully reimbursable to the University; and
- d. Where the payment is covered by other than University funds

### 3. Business Cards

The University recognizes that business cards are required by certain University employees in the performance of their duties.

Business cards may be purchased for members of the Board of Regents, Secretary of the Board of Regents, the President, Vice Presidents, Chancellors, Deans and Directors. All other University employees who are required to have business cards in the performance of their duties may obtain them with the prior approval of their Vice President, Chancellor, Provost, Dean or Director.

The Office of External Affairs and University Relations will review the design and content of business cards for appropriateness and shall assist in their acquisition.

### 4. Construction

For purposes of this section, "construction" shall mean the alteration, repair, painting, or decorating of existing structures or the building of new structures (includes scaffolding and temporary structures). Decorating includes furnishing and installing items such as carpets, draperies, window blinds, light fixtures, audio visual equipment,

window and split air conditioning systems, and other fixtures as part of an overall alteration or renovation project to an existing building.

Significant alterations or structural changes that increase the usefulness, efficiency or asset life of existing buildings, including all permanently attached fixtures, machinery and other appurtenances that cannot be removed without cutting into walls, ceilings or floors, or otherwise damaging the building or the items so removed shall be capitalized to increase the cost of the building. Components which can be removed without the need for costly or extensive repairs or alterations to the building shall be capitalized as equipment.

Fiscal officers shall be responsible for making the determination to capitalize building improvements as part of the building or as equipment and shall utilize the proper object code to reflect this determination.

a. Construction Requirements

- 1) Requests for construction requirements must be made through one of the following: University of Hawaii at Manoa Facilities Planning and Management Office, Community Colleges Facilities Planning Office, or University of Hawaii at Hilo Facilities Planning Office, whichever is applicable. Each Facilities Planning Office will assist the requesting program in developing design specifications.
- 2) Upon receipt of approved plans, specifications and quotations from the appropriate Facilities Planning Office, fiscal officers are authorized to issue purchase orders for construction requirements within their purchasing authority. Purchases of construction exceeding a fiscal officer's purchasing authority should be directed to the appropriate Facilities Planning Office for processing. The following shall be used as guidelines for soliciting quotations:
  - a) Award shall be made to the vendor submitting the lowest quotation that meets or exceeds the minimum specifications and terms and

conditions set forth in the Request for Quotation.

- b) In the event that the vendor submitting the lowest quotation does not meet the specifications and/or terms and conditions set forth in the Request for Quotation, the program may reject the low quote. Award shall be made to the next vendor submitting the lowest quotation that meets or exceeds all specifications, terms and conditions.

b. Construction projects exceeding \$2,000 shall:

- 1) State the scope of work to be performed in the Request for Quotation and the purchase order.
- 2) Incorporate the following clause in the Request for Quotation and the purchase order:

"All work shall be performed by skilled tradespersons using the best standard practices for each trade. Contractor shall protect the existing facilities and correct and/or repair any defects/damages caused by its operation at no cost to the University."

- 3) Incorporate the following clause pertaining to the minimum wage requirements in the Request for Quotation and the purchase order:

"All work shall be performed in accordance with the Minimum Wage Rate Schedule and Chapter 104, HRS."

A copy of the wage rate schedule may be obtained from the OPRPM.

- 4) The minimum wage requirements (**Attachment 265.1**) shall be made a part of the Request for Quotation and the purchase order.

c. Construction projects of \$4,000 and more shall incorporate the liability insurance requirements (**Attachment 265.2**) and the following clause in the Request for Quotation and the purchase order:

"Contractor shall deposit with the University, on or before the issuance of a contract or purchase order for this project, certificates of insurance necessary to satisfy the University that the insurance provisions of the University have been complied with (See Attachment A)."

- d. It shall be the responsibility of individuals awarding purchase orders and contracts for construction requirements to ensure that contractors possess the proper contractor's license(s) pursuant to Chapter 444, HRS, and the rules and regulations of the Contractor's License Board.
- e. Performance and payment bonds in an amount equal to one hundred percent of the amount of the contract price shall be required for all construction contracts exceeding \$50,000 as provided in Section 103D-324, HRS.

5. Duty Free Applications

- a. The Education, Scientific, and Cultural Materials Importation Act of 1966 and Tariff Schedules of the United States provide that any nonprofit institution (whether public or private) established for educational or scientific purposes may obtain duty free treatment of certain instruments and apparatus entered for its use, if the Secretary of Commerce determines that no instrument or apparatus of equivalent scientific value to such article, for the purposes for which the instrument or apparatus is intended to be used, is being manufactured in the United States.
- b. The application for duty free entry should be made concurrently with the acquisition process. This is to ensure that at the time of entry of the equipment or apparatus, the University has obtained the necessary approvals and entry can be made without any unnecessary financial assessment.
- c. Copies of regulations and application forms may be obtained from the local office of the U.S. Department of Commerce International Trade Administration.

6. Environmental Health and Safety Office

a. Biological Commodities

Biological Commodities are regulated by several international, federal, and/or state requirements and may require permits for movement, transfer, importation, collection and exportation. All requests for the procurement or movement of biological commodities must be authorized by the UH Institutional Biosafety Committee (IBC) by filing a BSP-2 form, "Activity Authorization for Restricted Commodities" with the Committee. Items that may require authorization include: 1) biotechnology kits (competent cells); 2) proficiency testing kits (positive controls); 3) quality control kits; 4) reference strains; 5) baker's yeast; 6) microbial products (products containing micro-organisms); 7) serum and like products (bovine, calf, sheep, etc.); 8) tissue cells (animal, insects, plants, etc.); 9) micro-particles (bacteriophages, plasmids and other DNA/RNA particles); 10) native plant propagation; 11) plants and plant parts (cutting, grafts, scion, bud, seed, leaf, root, etc.); 12) soil; 13) animals (invertebrates, amphibians, reptiles, fish, birds, and mammals); and 14) human products.

The BSP-2 form may be obtained from the Biological Safety Program.

b. Hazardous Materials

The University Hazardous Material Management Program manual requires Hazardous Materials Management Officer approval for the purchase of hazardous chemicals. Since the following chemicals are highly toxic, explosive, water reactive or very difficult and expensive to dispose, their use shall be minimized and monitored:

Arsine	Methyl Amine
Boron Trichloride	Methyl Bromide
Boron Trifluoride	Methyl Chloride
Bromine Chloride	Methyl Lithium
Butyl Lithium	Nitric Oxide
Carbon Monoxide	Nitrogen Dioxide
Carbonyl Sulfide	Nitrogen Trifluoride

Cesium	Phosgene
Calcium Hydride	Phosphine
Chlorine	Phosphorus
Chlorine Trifluoride	Picfume
Chloropicrin	Picric Acid
Cyanogen	Picryl Sulfonic Acid
Cyanogen Chloride	Picramide
Diborane	Potassium
3,5-Dinitrophenol	Rubidium
2,4-Dinitrophenylhydrazine	Silane
3,5-Dinitrosalicylic Acid	Silane Dichloride
Ethylene Oxide	Sodium
Fluorine	Sulfur Dioxide
Hydrogen Bromide	Trinitroaniline
Hydrogen Chloride	Trinitrobenzene
Hydrogen Cyanide	Trinitrocresol
Hydrogen Fluoride	Trinitronaphthalene
Hydrogen Sulfide	Trinitrophenol
Lithium	Trinitrotoluene
Lithium Aluminum Hydride	Urea Nitrate
Lithium Hydride	Vinyl Chloride

Purchase orders for these chemicals must be accompanied by a signed Procurement Authorization for Hazardous Materials form which may be obtained from the Environmental Health and Safety Office (EHSO).

c. Radioactive Materials

Under federal regulations, only licensed institutions may possess and use radioactive materials. In the University system, the Radiation Safety Program (RSP) is responsible for ensuring compliance with these rules and regulations.

Approval for possession and use of radioactive materials is granted by the Radiation Safety Program (RSP) which conditionally allows named individuals to possess and utilize specific types and amounts of radioactive materials at a designated location(s) for specific operations. The procurement of all radioactive materials (purchase or transfer) must be approved by the RSP.

A completed Form RSP-4, Procurement Authorization for Radioactive Materials must be submitted in triplicate, with the requisition or purchase order to RSP. A copy



of Form RSP-4 shall be attached to encumbrance/payment documents.

All deliveries of radioisotopes must be directed to RSP for registration and monitoring. RSP will then deliver the package(s) to the authorized user. All purchase orders for radioactive material must be accompanied by a signed form RSP-4. Unauthorized purchases will be forwarded to RSP for investigation and clearance.

Form RSP-4 can be obtained from the Radiation Safety Program.

7. Ethyl Alcohol

Use of ethyl alcohol is restricted to certain University programs.

In addition, Federal Regulations restrict the use of tax-free (free of alcohol tax) alcohol to scientific purposes.

On the Manoa Campus, the Chemistry Department is responsible for administering the supply of tax-free alcohol. Tasks involved include:

- a. Maintenance of an adequate supply for campus users;
- b. Dispensing alcohol to campus users; and
- c. Compliance with federal regulations on the control of tax-free alcohol. (This includes keeping detailed records of alcohol used, preparation of the annual report on amount used, and applying for the annual permit to procure alcohol free of tax.)

On the Manoa Campus, alcohol may be obtained by submitting a completed copy of the requisition form directly to the Chemistry Department.

8. Information Technology Services

Information Technology Services (ITS) provides a wide range of information technology support to the University community. These services include: voice, data and video telecommunications; distance learning technology and

support; general purpose information and computing infrastructure (email, web servers, Internet access); general purpose technology support services; and institutional administrative systems development and support. A specific set of requirements is associated with procurement of telecommunications services which impact the University and State infrastructure or for which compatibility may be essential to operations.

The Hawaii Revised Statutes (HRS) assigns responsibility for reviewing and approving the purchase of telecommunication equipment and services to the State Department of Accounting and General Services (DAGS). For certain items, DAGS has delegated this authority to the Telecommunications group within UH Information Technology Services (ITS). All proposed procurement actions for telecommunications equipment and service should be forwarded to ITS for approval and details on the applicable procedures for obtaining such approval.

For all other information technology hardware, software and services, it is recommended that programs contact ITS in advance to determine whether the requirement can be fulfilled internally, whether there are internal guidelines for compatibility or support, or whether any advice or guidance is available in the particular area of interest. This is particularly important in procuring any information technology which is intended to connect with or interface to any University systems or services, or for which there is any expectation of institutional support in the future.

9. Insurance

All requests for the purchase of insurance shall be submitted for review and processing by the Office of Risk Management.

10. Leis

Public funds may be expended for the purchase of leis for the following purposes:

- a. To recognize distinguished guests, visiting dignitaries, and guest speakers, at University events and functions; and

- b. To honor retirees attending recognition ceremonies sponsored and presented by the President, Vice Presidents, or Chancellors.

Such expenditures shall be made only in amounts determined to be reasonable by the fiscal officer taking into consideration the nature of the University event or function.

11. Equipment Maintenance and Rental Purchases

a. Maintenance

- 1) To ensure that the equipment purchased by the University performs effectively, it is advisable to purchase a maintenance contract especially in cases where equipment is subject to heavy use and/or precision is required. Fiscal officers are authorized to execute maintenance agreements within their purchasing authority.
- 2) Whenever feasible, the OPRPM will enter into a University-wide maintenance contract. Details of these contracts are made available through the issuance of OPRPM Circulars.
- 3) Maintenance contracts may be purchased by the following methods:
  - a) Sole Source. To be considered as a sole source purchase, the purchase must meet the criteria set forth in APM, Section A8.255, Sole Source Procurement, and documentation to that effect should be placed in the file.
  - b) Competitive. If maintenance service is available from more than one source, the procedures in APM, Section A8.250, Competitive Purchases, shall apply.
- 4) Most terms and conditions in vendor maintenance contracts are acceptable to the University and their forms can be used to effect a contract. Fiscal officers shall review the terms and conditions of vendor maintenance contracts and refer those clauses pertaining to liability, indemnification, insurance, damages and other

questionable areas to the OPRPM for review. Fiscal officers are not legally able to agree to indemnify or defend contractors and/or third parties. Upon completion of review by the OPRPM, the contracts will be returned to the fiscal officer for execution. Fiscal officers should consider the following points when reviewing vendor maintenance contracts:

- a) Total price should include all taxes and discounts for prepayments;
  - b) Term of Service should be not more than one (1) year with option to renew by the University; and
  - c) Cancellation of the contract should be permitted for the University upon 30 days written notice or non-availability of funds. If prepayment is made and the contract is canceled prior to the end of the contract period, a pro rata amount shall be returned to the University.
- 5) Purchase orders may be used in lieu of a maintenance contract when:
- a) Scope of work is simple and not complicated; and
  - b) The contract provides for one time servicing and/or one time payment.
- 6) Whenever possible, the maintenance requirements for similar equipment should be consolidated into one service contract. Maintenance requirements for similar equipment may be added to existing contracts provided that the cost of the addition is pro-rated for the remaining term of the contract.

b. Rental

- 1) Fiscal officers are authorized to execute equipment rental agreements within their purchasing authority.

- 2) Equipment rental agreements may be purchased by the following methods:
  - a) Sole Source. To be considered as a sole source purchase, the purchase must meet the criteria set forth in Section A8.255, and documentation to that effect should be placed in the file.
  - b) Competitive. If equipment rental is available from more than one source, the procedures in Section A8.250, shall apply.
- 3) Most terms and conditions in vendor equipment rental agreements are acceptable to the University and their forms can be used to effect a contract. Fiscal officers shall review the terms and conditions of vendor rental agreements and refer those clauses pertaining to liability, indemnification, insurance, damages and other questionable areas to the OPRPM for review. Fiscal officers are not legally able to agree to indemnify or defend contractors and/or third parties. Upon completion of review by the OPRPM, agreements will be returned to the fiscal officer for execution. Fiscal officers should consider the following points when reviewing vendor equipment rental agreements:
  - a) Total price should include all taxes and discounts for prepayments;
  - b) Term of rental should be not more than one (1) year with option to renew by the University; and
  - c) Cancellation of the agreement should be permitted for the University upon 30 days written notice or non-availability of funds. If prepayment is made and the contract is canceled prior to the end of the contract period, a pro rata amount shall be returned to the University.
- 4) Purchase orders may be used in lieu of an equipment rental agreement when:

- a) Scope of work is simple and not complicated;  
and
  - b) The agreement provides for one-time payment.
- 5) Whenever possible, rental requirements for similar equipment should be consolidated into one rental agreement. Rental requirements for similar equipment may be added to existing agreements provided that the cost of the addition is pro-rated for the remaining term of the agreement.

## 12. Meals and Refreshments

### a. General

Occasionally, departments will have programs, seminars, conferences, workshops or similar functions where refreshments or meals will be served. Public funds shall not be expended for purchase of meals or refreshments except as provided in paragraph b, Guidelines, below. Alcoholic beverages shall not be authorized as refreshments unless approval is granted pursuant to Executive Policies E11.102 and E11.202.

### b. Guidelines

Meals and/or refreshments may be paid for with University controlled funds in the following situations:

- 1) Where tuition or fees collected specifically include the cost of meals and/or refreshments;
- 2) Where legislative appropriations specifically allow expenditures for meals and/or refreshments or where it is evident that the cost thereof has been approved through legislative recognition when appropriations were made or through legislative resolution or expression, including committee report;
- 3) Where the terms and conditions of the grant or contract specifically provide for payment of meals and/or refreshments;

- 4) Where the President, Vice Presidents, or Chancellors sponsor and present an employee retirement recognition ceremony, for which such cost shall be no less than \$6.00 and no more than \$15.00 per person; or
- 5) Where the purchase of meals and/or refreshments utilize special, revolving and/or endowment funds (unless expressly precluded by the terms and conditions of the fund) and are for University events and activities excluding internal University staff meetings, training sessions, and similar activities; provided that the purchase is:
  - a) necessary, reasonable in cost, and appropriate to the particular University event or function; and
  - b) approved by the President, a Vice President, Chancellor, or their designees.

c. Procedure

Programs serving meals and/or refreshments in accordance with the exceptions (1) through (4) must complete OPRPM Form 56 (**Attachment 265.3**) and OPRPM Form 136 (**Attachment 265.4**) for exception (5). These forms should be retained in the procurement file.

d. Others

This section does not cover meals provided under:

- 1) Collective bargaining agreements; and
- 2) Out-service training programs

Any circumstances not covered in this section should be submitted to the OPRPM via the fiscal officer for evaluation. The department's requests should include sufficient documentation upon which a determination may be made regarding whether the expenditure is justified and the conditions upon which approval should be given. The request should be submitted in ample time for evaluation and processing prior to the event.

13. Motor Vehicles

- a. For all vehicle purchases and vehicle leases, University programs shall complete and submit the Vehicle Acquisition Request Form, prepared by UH Auxiliary Enterprises-Transportation Services, together with the requested vehicle specifications to the appropriate departmental approving authority and fiscal officer for approval, and shall forward the form to the Superintendent of Transportation for review and approval.
- b. The Superintendent will coordinate any exceptions to University fleet standards with the requesting program, review technical specifications, and transmit motor vehicle requirements for procurement action to:
  - 1) The department for purchases or leases within the departmental fiscal officer's purchasing authority; or
  - 2) The OPRPM for purchases or leases exceeding the departmental fiscal officer's purchasing authority.

14. Narcotics

Use of narcotics is restricted to certain University programs which must have a permit from the Federal and/or State government in order to purchase narcotics. Requisitions submitted to OPRPM or processed by the fiscal officer shall be accompanied by completed forms required by the Federal and/or State government and by a memorandum containing the following information:

- a. How the item will be used;
- b. How and where the item will be stored to ensure its safekeeping; and
- c. Name of the person who will be responsible for the security and dispensing of the item. This person must be the one to whom the permit was issued.



15. Organizational Membership

The University will pay for an institutional membership, with a designated representative(s) named, in professional, academic, and business organizations and associations if it:

- a. Benefits the University;
- b. Is directly supportive of the departmental function; and
- c. Has a reasonable and acceptable cost/benefit ratio.

Pursuant to Section A8.220, payment of institutional membership dues or fees of professional organizations for the University or its officers and employees is exempt from the requirements of the standard methods of source selection. Therefore, a request for sole source is not required.

16. Price Lists and Requirements Contracts

The OPRPM establishes requirements contracts with commercial firms to provide commonly used goods and services at stated prices for given periods of time. The Director, Office of Procurement and Real Property Management, issues price lists to fiscal officers containing the information necessary for placing purchase orders with the contractors.

Fiscal officers with purchasing authority must purchase any item, for which a University requirements contract is in effect, from the vendor with whom the University has that contract. Any exceptions from this policy require approval in advance from the Director, OPRPM. Such requests shall be submitted on OPRPM Form 96, "Request for Authorization to Purchase Outside of University Contract or Price List (Waiver Form)" (**Attachment 265.5**).

These contracts will require a purchase order or a purchasing card to place an order. Fiscal officers may make purchases under these contracts within their delegated purchasing authority only. All purchases exceeding this authority shall be submitted to a designated departmental fiscal officer with greater purchasing authority or to OPRPM, as applicable, for review and processing.

Occasionally, one University program will initiate a system-wide contract for a product or service. When such occurs, the initiating program shall assume responsibility for the administration of the contract.

Selected price lists are awarded on a voluntary-use basis. This means that University programs which identify a need for the goods or services included in these price lists have a choice of either purchasing or not purchasing from the price list. The OPRPM will advise fiscal officers of these voluntary-use price lists.

17. Printing, Binding, and Stationery

a. Definition

Printing, binding, and stationery work includes all preparatory work, presswork, bindery work, and any other production-related work.

b. University Printing Facilities

Programs requiring printing, binding, and stationery work shall utilize campus facilities whenever possible. Contracting for such service is only permitted when campus duplicating services, University of Hawaii Press, Board of Publications Press (Manoa Campus), or Honolulu Community College Print Shop are unable to perform such services. Each campus shall check its own duplicating services capability prior to contracting for such services.

1) The University Duplicating Services shop provides the following services:

a) Photocopying, offset printing, binding, collating, stapling, and delivery.

b) Digital and offset color printing.

All originals must be in camera- or print-ready format.

2) Board of Publications-Beau Press can provide custom sheet fed and web offset printing, and computer typesetting and graphics services. These

services are available to student organizations, University programs, and members of the University community for institutionally related activities and to other state agencies.

- 3) Honolulu Community College Print Shop (HCCPS) can provide basic duplicating services as well as printing services for multi-color processes with the largest finish size at 18" x 24". HCCPS can also print business forms which are not carbon-interleaved or multi-part.

c. Soliciting Quotations for Printing Requirements

If it has been determined that University printing facilities are not equipped to handle a particular printing requirement, programs may solicit quotations (refer to Section A8.250, Competitive Purchases)

Note: Programs shall not compete University printing facilities against commercial vendors when soliciting quotations.

18. Purchasing from Governmental Agencies

Administrative Procedure A8.220 permits the purchase of goods, services, and construction from a governmental body, including the federal government, a state or its political subdivisions, without the solicitation of quotations. Instances where governmental agency status is unclear should be referred to the OPRPM for resolution.

19. Software License Agreements

Fiscal officers are authorized to execute software license agreements within their purchasing authority.

Most terms and conditions in vendor software license agreements are acceptable to the University and their forms can be used to effect a contract. Fiscal officers shall review the terms and conditions of these agreements and refer those clauses pertaining to liability, indemnification, insurance, damages and other questionable areas to the OPRPM for review. Fiscal officers are not legally able to agree to indemnify or defend contractors and/or third parties. Upon completion of such review,

agreements will be returned to the fiscal officer for execution.

20. University of Hawaii Foundation

The University of Hawaii Foundation is a private, non-profit corporation which solicits, accepts, and receives donations to support the University. University programs shall not transfer funds to the Foundation to utilize the Foundation to acquire goods, services and construction. The expenditure of public funds shall be made in accordance with University procedures and applicable laws.

21. University Services

a. Bookstores

University departments and programs may procure goods and services from the University of Hawaii Bookstores. However, goods and services that are included in current University requirements contracts and price lists in which the University is participating may not be purchased from the Bookstores unless an OPRPM Form 96, "Request for Authorization to Purchase Outside of University Contract or Price List (Waiver Form)" (**Attachment 265.5**), has been approved by the OPRPM prior to purchase.

As required under Section A8.250, Small Purchases, competitive quotations need to be solicited for purchases from the Bookstores.

To place orders with the Bookstores, fiscal officers should either issue electronically generated interdepartmental orders for amounts within the fiscal officer's purchasing authority or cardholders may utilize University purchasing cards. For Bookstore purchases beyond the fiscal officer's purchasing authority, the fiscal officer shall prepare a requisition package in accordance with Section A8.250, Small Purchases, and forward to the OPRPM for review and routing to the Bookstores. Fiscal officers shall be responsible for monitoring departmental orders to ensure that the products requested are not included in University contracts or price lists.

Authority for procurement of books for resale purposes is limited to the Bookstores. When the nature of a program requires issuance of books to students, such books are to be procured through the University of Hawaii Bookstores.

Occasionally, the Bookstores will have promotional sales on certain equipment which are restricted to University faculty, staff and students. Programs shall not purchase such equipment from the Bookstores.

b. Facilities Planning and Management Office (Manoa Campus)

The Facilities Planning and Management Office provides the following services to programs on the Manoa Campus:

- 1) Keys and lock service;
- 2) Repairs and alterations to buildings and grounds;
- 3) Wiring for installation of air conditioning window units;
- 4) Maintenance and janitorial supplies;
- 5) Moving and hauling services on campus; and
- 6) Maintenance of buildings and grounds.

Requests for any of the above goods or services shall be directed to the Facilities Planning and Management Office on FPMO's Online Work Request System.

Purchase orders for these goods and services shall not be issued to commercial vendors unless authorized by the Facilities Planning and Management Office.

The Facilities Planning and Management Office will review purchases, both new and replacement, for carpet and drapery and power requirements for various electrical equipment, including but not limited to computers, research equipment, air conditioning, refrigerators, freezers, stoves, microwave ovens, etc.

c. Auxiliary Services (Manoa Campus)

Auxiliary Services provides and/or manages the following services for programs on the Manoa Campus:

- 1) Parking;
- 2) Transportation Services;
- 3) Duplicating Services;
- 4) Food Services;
- 5) Faculty Housing; and
- 6) Campus Mail.

Requests for the above services shall be directed to Auxiliary Services. Purchase orders for these services shall not be issued to commercial vendors unless authorized by Auxiliary Services.

## 22. Legal Services

All requests to retain attorneys to provide legal services to the University shall be submitted for review and processing by the Office of the University General Counsel.

## 23. Unusual Purchases

Certain "unusual purchases" could be construed as appropriate purchases, depending on the function of the program and on the circumstances. In any case, the expenditure must conform to standards of propriety and legality. In carrying out this responsibility, the fiscal officer must determine if a particular expenditure is a bona fide business expense of a department's program and whether the expenditure is allowable under existing University policies and procedures. A particular expenditure may be an appropriate charge for one program but an inappropriate charge for another program. Determinations by the fiscal officers should be based largely on the function of the program, as well as on the circumstances surrounding a particular expenditure which would not otherwise be considered a bona fide business expense. These "unusual purchases" may include but shall not be limited to: recognition awards, certificates, plaques or trophies to students or non-University

individuals or groups; printed t-shirts for various programs; nominal incentives to research subjects; perpetual awards to University employees which will be displayed in University facilities; frames for certificates, documents, or pictures for presentation to students or non-University individuals or groups or displays in University facilities; promotional banners; engraved plates for displays in University facilities; promotional items to enhance the image of the various campuses, e.g., imprinted binders, calendars, mugs, pens, pencils, visors, caps, bumper stickers, decals, squeeze bottles, memo holders, letter openers, printed stickers; uniforms for athletic team members and coaches; signs.

The above itemization is not intended to be exhaustive. Purchases and payments for the above described items as well as any other expenditures deemed appropriate by the fiscal officer may be approved by the fiscal officer if the amount is within the fiscal officer's purchasing authority.

For the purchase of protocol items utilizing special, revolving and/or endowment funds, OPRPM Form 136, Purchase of Meals, Refreshments, and Protocol Items with Special, Revolving and/or Endowment Funds (**Attachment 265.4**), should be completed and retained in the procurement file.