

U N I V E R S I T Y O F H A W A I I

Office of Procurement and Real Property Management

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OPRPM CIRCULAR NO. 06-007

TO: Fiscal Officers

FROM: Duff Zwald
 Director



SUBJECT: Close-out Procedures for Federally Funded Subcontracts

As a result of a recent audit by the Office of Naval Research, effective immediately, the following procedures shall be adhered to when closing-out federally funded subcontracts:

- Obtain final report of inventions when subcontract involves research and a report is required;
- Obtain final report of government property when applicable and obtain government disposition instructions;
- When classified information is provided, ensure proper disposition; and
- Ensure that required financial reports and/or final vouchers with release and assignment are submitted and that costs are determined to be reasonable and allowable in accordance with award requirements.

The Administrative Procedure A8.290 will be revised to incorporate the above provisions. If you have any questions, please contact the Office of Procurement and Real Property Management at (808) 956-8687.