

# UNIVERSITY OF HAWAII AT MĀNOA

College of Tropical Agriculture and Human Resources  
Agricultural Development in the American Pacific (ADAP) Project

## MEMORANDUM

Date: December 13, 2006

To: ADAP Home Office

From: Lee Yudin  
UOG, ADAP Director

Subject: Request to transfer of funds from University of Hawaii: Management Services project, Year 17, to University of Guam: Leadership Development in the 21<sup>st</sup> Century (LEAD21) Project, formerly known as ESCOP/ACOP project.

This is to kindly request an immediate transfer of \$8000 from University of Hawaii to University of Guam. This transaction is necessary to reach the goals of the continuing project, Leadership Development in the 21<sup>st</sup> Century. Registration fees for the University of Georgia's Fanning Institute for Leadership have increased during this past year. Additional funds from UH will cover the shortfall within the UOG budget for Year 17. Services and supplies will be purchased according to USDA guidelines. Further, the total amount of this reallocation request (plus any previously approved reallocations for this project) is still within the USDA 10% guideline on internal reallocations. This request has been previously approved by all appropriate project Co-PIs. Your signature below indicates that you agree to either relinquish or receive the indicated funds as acknowledged by circling the word "approved" and signing your name. Once signed, please fax this form directly to the ADAP Home Office and they will notify me when all approvals have been received. Thank you for your consideration of this request.

Transfer Funds From	From USDA Budget Category	Transfer Funds To	To USDA Budget Category	Total Amount Of Transaction
UH: Management Services	Travel	UOG: LEAD21 (ESCOP/ACOP)	Travel	\$8000
<b>Total:</b>				<b>\$ 8000</b>

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Andrew Hashimoto, UH-ADAP Director  
Approved / Disapproved

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Lee Yudin, UOG-ADAP Director  
Approved / Disapproved