

STATE PROCUREMENT OFFICE

Emergency pCard Notification Procedures

(Revised March 16, 2012)

Upon Issuance of Governor's Emergency Proclamation:

- During normal State business hours of 7:45 am to 4:30 pm, except State holidays and furlough days, the State Procurement Office (SPO) pCard administrator or alternate(s), as indicated on page 2, shall notify First Hawaiian Bank (FHB) by phone and followed up with an e-mail message, the issuance of Governor's emergency proclamation, and if known, when the period of emergency ends.
- Outside State business hours, the SPO pCard administrator or alternate shall notify FHB by 9:00 am, via phone and followed up with an e-mail message on the first available State business day.
- Notification by phone shall be made to one of the following persons in the following order of preference:

- | | |
|--------------------|---------------------------------------|
| 1. David Yamafuji | Phone: (808) 844-3183 (cell 428-1918) |
| 2. Arthur Suehiro | Phone: (808) 844-3225 (cell 271-3225) |
| 3. Jonathan Lucina | Phone: (808) 844-3181 (cell 228-4088) |

If contact is not made with any of the above named person, SPO shall call FHB's 24-hour Customer Service line at, (808) 844-4567, who will in turn be responsible for notifying the Commercial Card Services Department.

- Notifications will be by email to all FHB personnel indicated below.

David Yamafuji
Vice President
BankCard Center
E-mail: dyamafuji@fhb.com

Arthur H. Suehiro
Assistant Vice President
BankCard Center
E-mail: asuehiro@fhb.com

Jonathan Lucina
Card Services Officer
BankCard Center
E-mail: jlucina@fhb.com

Corporate Card Department
E-mail: comlcard@fhb.com

- FHB shall notify the SPO pCard administrator within five (5) State business days of any changes to the FHB personnel and contact information listed above.

During the periods not within the Governor's Emergency Proclamation:

- If there are any transactions on any Emergency pCard, FHB shall notify the SPO pCard administrator or alternate and the appropriate department's pCard administrator or alternate, via phone and followed up with an e-mail message, to the individuals contacted, within twenty four (24) hours of a transaction on the first available State business day, during normal business hours.
- Notification of the above by phone to the SPO shall be made to one of the following persons in the order of preference:
 1. Bonnie Kahakui
SPO pCard Administrator
E-mail: bonnie.a.kahakui@hawaii.gov
Phone: (808) 587-4702
 2. Stanton Mato
Purchasing Specialist
E-mail: Stanton.d.mato@hawaii.gov
Phone: (808) 586-0566
 3. Donn Tsuruda-Kashiwabara
Purchasing Specialist
E-mail: donna.tsuruda-kashiwabara@hawaii.gov
Phone: (808) 586-0565
- Attached ***Emergency pCard Department Contacts*** is the current list of departments and pCard administrators that have been issued Emergency pCards. The SPO pCard administrator or alternate will notify FHB's Assistant Vice President, Card Services Division, within five State business days of any changes to department Emergency pCard contact information.
- The department's pCard administrator or alternate shall determine if the purchase is authorized based on the issuance of a Governor's emergency proclamation, and shall notify FHB by phone, from the list of names indicated above and followed up with an e-mail of any discrepancy, adjustments, or corrective action needed, with an e-mail copy to the SPO pCard administrator.
- Should it be verified that the Governor did not issue an Emergency Proclamation, FHB will provide information on all Emergency pCard transactions that have occurred to the department's pCard administrator or alternate contacted above and the SPO pCard administrator or alternate.
- The e-mail information shall include a message that there has been activity detected on a Emergency pCard with the following details provided by FHB's BankCard Center Credit Underwriting Group shall provide information (as noted below):

STATE PROCUREMENT OFFICE

Emergency pCard Department Contacts

Executive Branch Department

Department of Accounting & General Services

Primary pCard Administrator: Kerry Yoneshige
Business Management Officer
Ph. 586-0696
kerry.k.yoneshige@hawaii.gov

Alternate: Cassandra Toyofuku
Accountant
Ph. 586-0693
cassandra.k.toyofuku@hawaii.gov

Department of Agriculture

pCard Administrator: Armi Cabulisan
Accountant V
Ph. 973-9483
Armi.B.Cabulisan@hawaii.gov

Alternate: Kimberli Hayashi
Pre-Audit Clerk II
Ph. 973-9487
kimberli.x.hayashi@hawaii.gov

Department of the Attorney General

pCard Administrator: David Moore
Administrative Services Officer
Ph: 586-1223
david.t.moore@hawaii.gov

Alternate: Russell Suzuki
First Deputy Attorney General
Ph: 586-0618
Russell.A.Suzuki@hawaii.gov

Alternate: George Ganir
Accountant
Ph: 586-1500
Geroge.L.Ganir@hawaii.gov

Department of Health

pCard Administrator: Sharon Abe
Administrative Services Officer
Ph. 586-45
sharon.abe@doh.hawaii.gov

Alternate: Luna Santos
Procurement Specialist
Ph. 586-4565
luna.santos@doh.hawaii.gov

Alternate: Vanessa Lau
Fiscal Officer
Ph: 586-4559
Vanessa.Y.M.Lau@doh.hawaii.gov

Department of Human Services

pCard Administrator: Ed Igarashi
Fiscal Management Officer
Ph: 586-4856
Eigarashi@dhs.hawaii.gov

Alternate: Susy Kawamoto
Procurement Specialist
Ph: 586-4864
Skawamoto@dhs.hawaii.gov

Department of Public Safety

pCard Administrator: Clifford Asato
Fiscal Officer
Ph. 587-2520
clifford.n.asato@hawaii.gov

Alternate: Chato M. Sinfuego
Accountant V
Ph. 587-2577
chato.m.sinfuego@hawaii.gov

Department of Transportation

pCard Administrator: Administration Division
Cynthia Afuso
Audit Supervisor
Ph. 587-2137
cynthia.afuso@hawaii.gov

Alternate: Lisa Dau
Business Management Officer
Ph. 587-1990
lisa.dau@hawaii.gov

Alternate: Helen Yao
Auditor
Ph: 587-2190
helen.x.yao@hawaii.gov

pCard Administrator: Highways Division
Destiny Brighter
Systems Accountant
Ph. 587-2252
destiny.brighter@hawaii.gov

Alternate: Cathy Hiranaka
Accountant II
Ph. 587-6312
cathy.hiranaka@hawaii.gov

pCard Administrator: Harbors Division
Huong (Maria) Vuong
Senior Accountant
Ph. 587-1911
huong.c.vuong@hawaii.gov

Mariane Tanouye
System Accountant
Ph. 587-1903
mariane.n.tanouye@hawaii.gov

pCard Administrator: Airport Division
Paul Nishimura
Procurement Specialist
Ph. 838-8625
paul.t.nishimura@hawaii.gov

Alternate: Evangeline Lucas
Procurement Specialist
Ph. 838-8627
evangeline.lucas@hawaii.gov

Judiciary

pCard Administrator Jonathan Wong
Purchasing Specialist
Ph: 538-5805
Jonathan.H.Wong@courts.hawaii.gov

Alternate: Newton T. Sakamoto
Purchasing & Specifications Specialist
Ph: 538-5805
Newton.T.Sakamoto@courts.hawaii.gov