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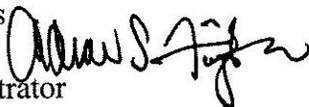
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STATE OF HAWAII
STATE PROCUREMENT OFFICE

October 13, 2004

PROCUREMENT CIRCULAR NO. 2003-06 Amendment 1

TO: Executive Department Heads
Chief Procurement Officers 

FROM: Aaron S. Fujioka, Administrator

SUBJECT: State of Hawaii Purchasing Card
Restricted and Blocked Purchasing Card Transactions

The purchasing card (pCard) program has reached its first year, with most departments and jurisdictions on board, utilizing the program. Each month we have seen increases in the number of cardholders and dollars spent with minimal problems. The benefits of the program are being realized by the many users of the system.

The purpose of this circular is to remind all jurisdictions and agencies of the list of restricted purchases and blocked Merchant Category Codes (MCCs) that all purchasing cardholders are required to comply with (see page 4 of the Purchasing Card Program and Procedures manual) posted on the SPO home page at www.spo.hawaii.gov.

Cardholders are prohibited from making single purchase transactions \$25,000 or more unless the purchase is from a price/vendor list. Agencies have the authority to determine the single transaction limits for their cardholders at any lower level as they require. In addition, cash advances, automobile gasoline, goods and services for personal use, and any travel related expenditures that are normally processed through a travel claim are also prohibited (i.e. hotel accommodations and out-of state car rentals).

At the time purchasing cards (pCard) are set up, agencies shall inform the pCard issuer (First Hawaiian Bank) of the MCCs that are either selected or restricted for their cardholders. The following table lists a sample of MCCs and expense types that should be blocked from all pCards. All specific types of MCCs that should be blocked are too numerous to be listed in this circular.

Exceptions to restricted MCCs may be granted by the jurisdiction's Purchasing Card Administrator on a limited bases upon showing of sufficient justification or extenuating circumstances.

If agencies need to block any MCCs from pCards that have already been issued to cardholders, please contact Nelson Nakagawa of First Hawaiian Bank at 844-3184.

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If you have any questions, please call me at 587-4700 or your staff may call either Justin Fo at 586-0577 or Bonnie Kahakui at 587-4702.

c: Nelson Nakagawa, First Hawaiian Bank

Attachment Sample List of Blocked MCCs

BLOCKED MERCHANT CATEGORY CODES (MCCs)

CODE(S)	DESCRIPTION	EXPENSE TYPE
0000-0076, 4829, 6010-6011, 6050-6051,6610,6760	Includes but not limited to cash advances, cash transfers, manual or automatic cash disbursements, convenience checks, savings bonds	Bank Charges/Cash
7012, 7032,7033, 7832,7841-7911, 7922,7929,7932,7933,7941, 7991-7996, 7998, 7999	Includes but not limited to theatres, video movie rental and arcade stores, theatrical productions, golf courses, gambling, amusement parks, timeshares, sporting & recreational camps, trailer parks & campground, etc.	Entertainment/Recreation
6012,6211, 6300, 6381, 6399, 6529-6533, 7276	Includes but not limited to financial institutions – merchandise services, insurance sales & premiums, money transfers, payment services, securities-brokers/dealers, insurance carriers etc.	Financial Services
5411-5422, 5441, 5451, 5462,5499, 5811-5814, 9751	Includes, but not limited to grocery stores, supermarkets, freezer, locker meat provisioners, candy & nut stores, dairy products stores, bakers, convenience stores, etc.	Food (retail, caters, restaurants)
3501-3790, 3816,7011	Hotels, motels, commercial lodging	Hotels
7210,7211, 7216	Laundry, cleaning & garment services	Laundry & Cleaning Services
5541-5542	Service station, fuel dispenser	Gasoline/Svc. - Retail

*Log on to www.procard.com, PVS Net Logon, to the view the entire list of MCCs.