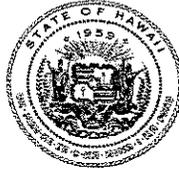


LINDA LINGLE
GOVERNOR



PROCUREMENT POLICY BOARD
GORDON K. T. KING
GREGORY L. KING
CLAIRE H. MOTODA
WINIFRED N. ODO
RUSS K. SAITO
MYRON L. TONG
RICHARD G. TOTTON

AARON S. FUJIOKA
ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE
P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700 Fax: (808) 587-4703
www.spo.hawaii.gov

February 2, 2005

PROCUREMENT CIRCULAR NO. 2003-06, Amendment 3

TO: Executive Department Heads

FROM: Aaron S. Fujioka, Administrator

SUBJECT: State of Hawaii Purchasing Cards
Merchant Category Codes

Pursuant to Comptroller's Memorandum No. 2004-36, effective April 1, 2005, departments are required to use purchasing cards (pCards) to pay for goods and services less than \$2,500 per transaction. As a result of a greater use of the pCards, please review and adjust the Merchant Category Codes (MCCs), as necessary. If adjustments to the MCCs are needed, departmental pCard administrators should contact Nelson Nakagawa of First Hawaiian Bank at 844-3184.

As a reminder, for information on restricted and blocked MCCs, please refer to Procurement Circular No. 2003-06 Amendment 1.

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

c: Chief Procurement Officers
Nelson Nakagawa, First Hawaiian Bank