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March 3, 2005

PROCUREMENT CIRCULAR NO. 2003-06, Amendment 4

TO: Executive Department Heads
Chief Procurement Officers
FROM: Aaron S. Fujioka, Administrator *Aaron S. Fujioka*
SUBJECT: State of Hawaii Purchasing Card Rebates

All participants in the purchasing card (pCard) program are eligible to receive quarterly cash rebates. Rebates have begun because the total net purchases for all agencies have exceeded \$1,500,000 per quarter, with rates structured to increase as the volume of pCard purchases increase.

Qualifying agencies will soon be receiving rebate checks from First Hawaiian Bank. Rebates less than the \$100 will be withheld until the total rebates meet the minimum. Because the rebates are considered revenues and not a reimbursement of expenditures, general funded programs are required to deposit the checks into the general fund. The disposition of the rebates by non-general funded programs should comply with applicable statutory requirements.

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

c: David Yamafuji, First Hawaiian Bank