

LINDA LINGLE
GOVERNOR



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

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

March 22, 2005

PROCUREMENT CIRCULAR NO. 2003-06, Amendment 5

TO: Executive Department Heads
Chief Procurement Officers

FROM: Ruth E. Yamaguchi, Acting Administrator 

SUBJECT: State of Hawaii Purchasing Cards
SPO Price List Vendors

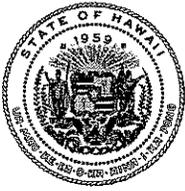
Pursuant to Comptroller's Memorandum No. 2004-36, on April 1, 2005, executive departments, with the exception of the University of Hawaii and the Department of Education, are required to use purchasing cards (pCards) to pay for goods and services less than \$2,500 per transaction. The pCard is a MasterCard credit card issued by First Hawaiian Bank.

Due to several inquiries received by the State Procurement Office (SPO) regarding the use of the pCard for purchases from the SPO price lists, the following instructions are provided:

1. A minimum order requirement for delivery purposes, in accordance with the provisions of the contract, should not be confused with a minimum order requirement for the use of the pCard.
2. Agencies should not be charged for any transaction fees/discount rate fees, or be required to purchase a minimum amount before a vendor will accept the pCard.
3. Any vendor who refuses to accept the pCard because of minimum purchase requirements or who charges a transaction fee for use of the pCard should be reported to the SPO.
4. Agencies may continue to use purchase order(s) for their transaction(s) with vendors that do not accept credit card payments. Purchase orders shall indicate, "**Vendor does not accept pCard.**"
5. Agencies may use the attached SPO-10B, pCard Order Form, for purchases requiring written confirmation, which is also available on the SPO website: www.spo.hawaii.gov. In lieu of SPO-10B, an agency may use its own pCard order form unique to its own needs.

Direct any further questions or concerns on the use of the pCard to Ms. Bonnie Kahakui at 587-4702.

Attach.



STATE PROCUREMENT OFFICE

ELECTRONIC pCARD ORDER FORM

1 Order Date

2 VENDOR INFORMATION:

Name:
Address:

Contact Person:
Telephone No.:
E-mail:

3. AGENCY INFORMATION:

Dept/Div/Branch
Delivery Address:

Contact Person:
Telephone No.:
E-mail:

4. pCARD INFORMATION:

pCard Number:
Name of pCard Holder:
Expiration Date of the pCard:

5. SPO Price/Vendor List (Title and SPO PL/VL No., if applicable):

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

VENDOR MUST PROVIDE A RECEIPT AT THE TIME OF DELIVERY, OR MAIL A RECEIPT TO THE ABOVE DELIVERY ADDRESS.