

LINDA LINGLE
GOVERNOR



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**STATE OF HAWAII
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September 21, 2010

PROCUREMENT CIRCULAR NO. 2003-06, Amendment 11

TO: Office of the Governor
Office of the Lieutenant Governor
Executive Department Heads
State Librarian

Chief Procurement Officers:

Department of Education, Superintendent
Office of Hawaiian Affairs, Chairperson of the Board
Hawaii Health Systems Corporation, Chief Executive Officer (Excluding
Regional System Boards)
Judiciary, Administrative Director of the Courts
Senate, President
House, Speaker of the House of Representatives

Counties of Hawaii, Kauai, Maui and City & County of Honolulu:

Executive Branch, Finance Director
Legislative Branch, Chairperson of the County Council
Boards/Departments of Water Supply, Manager/Chief Engineer

ATTENTION: pCard Administrators

FROM: Aaron S. Fujioka

SUBJECT: State Procurement Office Workshop No. 176, *pCard Program Changes and Updates*

Subject workshop is scheduled for October 28 and November 4, 2010 to brief departments/agencies and jurisdictions on the new pCard contract with First Hawaiian Bank which became effective September 1, 2010. We are requesting that your pCard Administrator and alternate attend either session. The session will include the new contract terms, conditions, and revised procedures.

This is a mandatory session and limited to only pCard administrators and alternates as delegated to Executive Branch departments on form SPO-036D, *Procurement Delegation – Purchasing Card (pCard) Administrators*, and for all other governmental jurisdictions pCard Administrators as delegated by their respective Chief Procurement Officer.

Dates: October 28, 2010 or November 4, 2010
Time: 9:00 am – 11:30 am
Place: Kalanimoku Building, Room 322 B/C
1151 Punchbowl Street

Register on-line at <http://www4.hawaii.gov/spoh/tng/trainingschedule.htm>.

If your pCard administrator and alternate are unable to attend, especially neighbor island jurisdictions, or if they have any questions, please contact Bonnie Kahakui at 587-4702.