




**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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October 19, 2010

PROCUREMENT CIRCULAR NO. 2003-06, Amendment 12

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

FROM: Aaron S. Fujioka, Administrator 

SUBJECT: State of Hawaii Purchasing Card
Request to Use Purchasing Card for Blocked Purchase

The purchasing card (pCard) program provides a timely and efficient payment mechanism for the acquisition of goods and services and serves as an alternative to the purchase order. To maintain consistent internal controls for all departments, the State Procurement Office (SPO) is issuing form SPO-035, *Request to Use Purchasing Card for Blocked Purchase(s)* and Instructions to request a release of statewide blocked merchant category codes (MCC).

Statewide-blocked purchases indicated below are identified in the *State of Hawaii Purchasing Card Program and Procedures Manual* dated October 2004, and Procurement Circulars No. 2003-06, Amendment 1 and Amendment 7, and Comptroller's Memorandum No. 2004-36.

Statewide-Blocked Purchases:

• Automotive gasoline	• Financial Services
• Cash	• Food
• Goods & Services for personal use	• Hotels/Out-of-state car rentals
• Entertainment/Recreation	• Laundry/Cleaning Services

Effective the date of this memorandum, cardholders in the executive branch needing to purchase goods or services for a state-wide blocked merchant category shall use the SPO-035 for this purpose. SPO-035 and Instructions are available at the SPO website: <http://hawaii.gov/spo>, under *Quicklinks*, click on *Forms for State Agencies*.

Your staff may call Bonnie Kahakui at 587-4702 if they have any questions, or you may call me at 587-4700.