



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

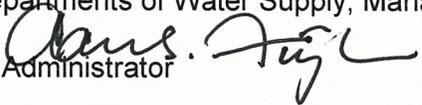
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<http://hawaii.gov/spo>

October 19, 2010

PROCUREMENT CIRCULAR NO. 2003-06, Amendment 13

TO: Chief Procurement Officers:
Department of Education, Superintendent
Office of Hawaiian Affairs, Chairperson
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

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 participating jurisdictions, 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 participating jurisdictions 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*.

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The jurisdiction's CPO is delegated authority to grant an exception to the state-wide merchant category blocks. The procedures require a copy of the approved SPO-035 to be forwarded by e-mail to First Hawaiian Bank and SPO (see Instructions for e-mail addresses) to take action to unblock the MCC and concurrently notify the SPO.

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