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AARON S. FUJIOKA  
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](http://www.spo.hawaii.gov)

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PROCUREMENT CIRCULAR NO. 2009-03

TO: Office of the Governor  
Office of the Lieutenant Governor  
Executive Department Heads  
State Librarian *Aaron S. Fujioka*

FROM: Aaron S. Fujioka

SUBJECT: State Procurement Office (SPO) Procurement Training  
Workshop Attendance Reports

The purpose of this procurement circular is to provide departments with online access to attendance reports for SPO procurement training workshops.

Procurement Delegation No. 2008-01, Delegation of Procurement Authority, required personnel to complete appropriate training before conducting or approving any HRS Chapters 103D or 103F procurements. The attendance reports will assist your department to monitor staff training attendance and whether they have completed the necessary training needed to conduct or approve these procurements.

A login and password is needed to access the online attendance reports. Please specify your designated point-of-contact to be provided with the login and password. We recommend that the login and password not be widely disseminated to avoid misuse. Instead, your designee should download the attendance reports and disseminate the data as needed. Please forward the name, position title and e-mail address of your designee point-of-contact to [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov).

The SPO procurement workshop attendance report is compiled from the online workshop registration information and updated monthly. Corrections to the report should be e-mailed to Ronnie Correa at [ronnette.l.correa@hawaii.gov](mailto:ronnette.l.correa@hawaii.gov).

Your staff may contact Colin Tanaka at 586-0558 or [colin.y.tanaka@hawaii.gov](mailto:colin.y.tanaka@hawaii.gov), Corinne Higa at 587-4706 or [corinne.y.higa@hawaii.gov](mailto:corinne.y.higa@hawaii.gov), or you may call me at 587-4700.