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PROCUREMENT CIRCULAR NO. 2009-04, Amendment 2

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

FROM: Aaron S. Fujioka

SUBJECT: Statewide Procurement Training

This circular is an update to the State Procurement Office (SPO) *Training for State and County Procurement Personnel* at <http://hawaii.gov/spo>, select "Training for State and County Procurement Personnel."

- 1) A new workshop has been added to the syllabus. In coordination with SPO, the Department of Accounting and General Services (DAGS), Accounting Division, will be conducting Workshop No. 137, *Preparing Department Financial Statements in Accordance with Hawaii State Statutes*, for fiscal personnel. Employees of the Executive Departments (except DOE, UH, HHSC, and OHA) with departmental, division and program financial reporting duties, are highly recommended to attend this workshop in preparation for mandatory State reporting requirements and management needs. Please refer to the training schedule to register for this workshop. If additional information is needed about the workshop, contact Wayne Chu at 586-0360.
- 2) Workshop No. 186, Public Disclosure of Procurement Records, has been deleted from the syllabus. This workshop is no longer offered by the Office of Information Practices (OIP).
- 3) For clarification purposes, only personnel involved in construction procurements are required to attend Workshop No. 130, Construction Procurements and Workshop No. 185, Prevailing Wage, Certified Payroll & Contracting Agency Responsibilities.

Your staff may contact Corinne Higa for training and registration questions, or you may call me at 587-4700.