



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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PROCUREMENT CIRCULAR NO.2014 -10

TO: Office of the Mayor:
City and County of Honolulu
County of Hawaii
County of Kauai
County of Maui

ATTENTION: Chief Procurement Officers:
City and County of Honolulu, Director of Budget and Fiscal Services
County of Hawaii, Finance Director
County of Kauai, Finance Director
County of Maui, Finance Director

FROM: Sarah Allen 

SUBJECT: Annual Inventory of State-Owned Property

Pursuant to Hawaii Revised Statutes §103D-1207, each county mayor is required to prepare and file with the Administrator of the State Procurement Office an annual inventory report of state-owned property in their custody before September 16 of each year. Details for the inventory reporting are contained in this section. The most updated form SPO-017, *Annual Detail Inventory of Property*, is available on our website at <http://spo.hawaii.gov>.

Your staff may call Inventory Management Office at 586-0574 if they have any questions.