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May 8, 2007

**PROCUREMENT CIRCULAR 2007-02**

TO: Executive Department Heads  
Chief Procurement Officers for:  
The Judiciary  
The Senate  
House of Representatives  
Office of Hawaiian Affairs  
Department of Education  
University of Hawaii  
Hawaii Health Systems Corporation

FROM:

Aaron S. Fujioka

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka".

SUBJECT: Excess State Property

This Procurement Circular replaces Procurement Circular 94-03 and Amendment 1. The purpose of this circular is to provide updated accountability guidelines for excess state property in accordance with HAR section 3-130-9.

Excess State property is defined as any property owned by the State that has remaining useful life but no longer required by the custodial agency. State agencies are required to offer their excess property to other state agencies. As practicable, obtain excess state property from other agencies rather than initiating a new procurement.

Your excess property should be listed on SPO Form 19, and submitted to the SPO, Inventory Management Office by the 15<sup>th</sup> of each month to have the items included in the subsequent month's Excess State Property List (List). The form is available at <http://www.spo.hawaii.gov/>, in the "Quick Links" menu, click on "Forms for State Agencies".

The List is a statewide-consolidated listing of all excess state properties, including supplies. On the 20<sup>th</sup> of each month a new List may be viewed at the State Procurement Office website at <http://www.spo.hawaii.gov/>. Click on "Procurement of Goods, Services & Construction - Chapter 103D, HRS", then "Excess Property List". At the log-in screen, input the following:

User Log-in ID: excess  
User Password: 1stuff4u

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Any State agency interested in a listed item should call the contact person and arrange to view the item. If the item is accepted by the interested agency, the custodial agency initiates a SPO Form 26, Transfer of Property. Transporting of the item is the responsibility of the receiving agency. Items not transferred by the custodial agency are to follow the sequence for disposal of surplus state property.

Instructions for the forms and sequence for disposal are on pages 7-1 to 7-4 and 8-1 of the 2003 *Inventory System User Manual*. The user manual is available in PDF format at <http://www.spo.hawaii.gov/>, click on "Procurement of Goods, Services, & Construction - . . .", *Inventory System User Manual*.

If you have any questions please call me at 587-4700, or your staff may call Ron Omura at 831-6756.