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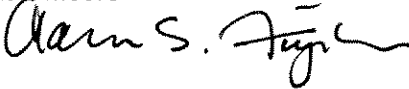
**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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<http://hawaii.gov/spo>

August 20, 2009

PROCUREMENT CIRCULAR NO. 2009-04, Amendment 1

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

FROM: Aaron S. Fujioka 

SUBJECT: Procurement Training Workshops – Schedule for Neighbor Islands

As a follow-up to Procurement Circular No. 2009-04 dated July 1, 2009, attached is the procurement training workshop schedule for the neighbor islands. Workshop descriptions, training requirements and schedule along with online registration are available at <http://hawaii.gov/spo>, select "Training for State and County Procurement Personnel."

Your staff may direct questions to 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.

Attachment

**STATE PROCUREMENT OFFICE**  
**PROCUREMENT TRAINING WORKSHOPS**  
**KAUAI, MAUI, AND HAWAII (HILO)**

ISLAND	DATE	TIME	WORKSHOP NO.	WORKSHOP
Kauai	10/7/09	9:30 - 11:30 AM	120	Small Purchase
		1:00 - 2:00 PM	190	SPO Price & Vendor Lists/Cooperative Contracts
		2:00 - 3:00 PM	126	Procurement Code of Ethics & Compliance
	10/8/09	8:45 - 9:45 AM	155	Intra and Out-of-State Travel Procedures
		9:45 - 10:45 AM	125	Exemptions from HRS Chapter 103D
		10:45 - 11:45 AM	110	Emergency & Sole Source Procurements
		1:00 - 2:00 PM	115	Professional Services
	Maui	10/21/09	8:30 - 9:30 AM	195
9:30 - 11:30 AM			120	Small Purchase
1:00 - 2:00 PM			190	SPO Price & Vendor Lists/Cooperative Contracts
2:00-3:00 PM			126	Procurement Code of Ethics & Compliance
10/22/09		8:30 - 9:30 AM	155	Intra and Out-of-State Travel Procedures
		9:30 - 10:30 AM	125	Exemptions from HRS Chapter 103D
		10:30 - 11:30 AM	110	Emergency & Sole Source Procurements
		1:00 - 2:00 PM	115	Professional Services
Hawaii (Hilo)	11/3/09	8:30 - 9:30 AM	195	Surplus Property
		9:30 - 11:30 AM	120	Small Purchase
		1:00 - 2:00 PM	190	SPO Price & Vendor Lists/Cooperative Contracts
		2:00 - 3:00 PM	126	Procurement Code of Ethics & Compliance
	11/4/09	9:00 - 10:00 AM	155	Intra and Out-of-State Travel Procedures
		10:00 - 11:00 AM	125	Exemptions from HRS Chapter 103D
		11:00 AM - 12:00 PM	110	Emergency & Sole Source Procurements
		1:30 - 2:30 PM	115	Professional Services