

DAVID Y. IGE  
GOVERNOR



SARAH ALLEN  
ADMINISTRATOR  
PAULA A. YOUNGLING  
ASSISTANT ADMINISTRATOR

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**


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October 16, 2015

**PROCUREMENT CIRCULAR NO. 2016-02**

TO: Department Directors, Executive Branch

COPY: Accounting Division, Department of Accounting and General Services

FROM: Sarah Allen   
Administrator

SUBJECT: Delegation of Signature Authority for Procurement Violations on  
Unauthorized Purchases of Gasoline and Diesel Fuel – Statewide

Pursuant to HRS chapter 103D, Hawaii Public Procurement Code (Code), procurement authority is centralized to the chief procurement officer (CPO) and allows the CPO to further delegate authority to designated procurement officers.

To promote efficiency, signature authority has been delegated to Douglas G. Murdock, Comptroller, for approval and signature on all policy violations pertaining to Comptroller's Memorandum 2012-19 (copy attached) related to the unauthorized purchase of mid 89-grade or premium 92-grade unleaded gasoline, effective September 21, 2015, unless otherwise revoked or amended.

If you have any questions, please contact me. Your staff may contact Stacey Kauleinamoku at 586-0571 or [stacey.l.kauleinamoku@hawaii.gov](mailto:stacey.l.kauleinamoku@hawaii.gov).

Attachments

NEIL ABERCROMBIE  
GOVERNOR



Dean H. Seki  
Comptroller

Maria E. Ziellinski  
Deputy Comptroller


STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

AMD.12.0031

October 19, 2012

COMPTROLLER'S MEMORANDUM NO. 2012-19

TO: Heads of Departments

FROM: Dean H. Seki, Comptroller 

SUBJECT: Gasoline and or diesel Fuel – Statewide

Pursuant to HRS §196-9(c) on energy efficiency and environmental standards for state facilities, motor vehicles, and transportation fuel, agencies shall use the most appropriate minimum octane fuel, provided that vehicles shall use 87-octane fuel unless the owner's manual for the vehicle states otherwise or the engine experiences knocking or pinging.

The purchase of mid 89-grade or premium 92-grade unleaded gasoline is strictly prohibited, unless justified and prior written approval of the Comptroller is obtained.

Purchases of gasoline or diesel fuel may be obtained using the State Procurement Office (SPO) price list contract for gasoline/diesel fuel and gas credit card services. Contract information is available at the SPO website: <http://hawaii.gov/spo>; click on *Price List and Vendor List Contracts* at the main menu, and *Search* for 'gasoline' and the applicable island.

Any questions on this issue may be directed to Brian Saito, Automotive Management Division at 586-0343.

cc: State Procurement Office  
DAGS, Pre-Audit

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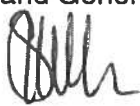
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SPO 16-055

September 21, 2015

TO: The Honorable Douglas Murdock, Comptroller  
Department of Accounting and General Services (DAGS)

FROM: Sarah Allen, Administrator 

SUBJECT: Delegation of Signature Authority

Pursuant to HRS chapter 103D, Hawaii Public Procurement Code (Code), delegation authority is centralized to the chief procurement officer (CPO), and allows the CPO to further delegate authority to designated procurement officers. In accordance with Hawaii Revised Statutes Section 103D, I hereby delegate authority to Douglas G. Murdock, Comptroller, for approval and signature on all policy violations pertaining Comptroller's Memorandum 2012-19 (copy attached) related to the unauthorized purchase of mid 89-grade or premium 92-grade unleaded gasoline, effective the date of this memo unless otherwise revoked or amended.

**DELEGATION OF SIGNATURE AUTHORITY**

This signature authority may be further delegated by the DAGS Comptroller to personnel, as designated procurement officers, authorized to conduct and participate in procurement activities, in accordance with HAR §3-121-16. Further delegation is authorized, as the Comptroller, also signs as the Chief Financial Officer (CFO).

"Procurement officer" means any person with the delegated authority to enter into and administer contracts and make written determination with respect thereto. The term includes an authorized representative acting within the limits of authority. The delegated authority is received from the chief procurement officer directly or through the DAGS Comptroller.

Delegation of signature authority to a procurement officer is based on their expertise, knowledge and proficiency to carry out procurement duties, while seeking economy and efficiency to achieve program operations. Careful consideration should be taken when granting signature authority, as the DAGS Comptroller remains ultimately accountable to the CPO for delegation to authorized procurement officers within the DAGS.

Your staff may contact Stacey Kauleinamoku at 586-0571 or [stacey.l.kauleinamoku@hawaii.gov](mailto:stacey.l.kauleinamoku@hawaii.gov) if they have any questions, or you may call me at 587-4700.