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March 3, 2017

PROCUREMENT CIRCULAR 2003-06, Amendment 18

TO: Executive Departments/Agencies City and County of Honolulu
 Department of Education Honolulu City Council
 Hawaii Health Systems Corporation Honolulu Board of Water Supply
 Office of Hawaiian Affairs Honolulu Authority for Rapid Transportation
 House of Representatives County of Hawaii
 Senate Hawaii County Council
 Judiciary County of Hawaii – Department of Water Supply
 County of Maui
 Maui County Council
 County of Maui – Department of Water Supply
 County of Kauai
 Kauai County Council
 County of Kauai – Department of Water

FROM: Sarah Allen *Allen*

SUBJECT: Updated State of Hawaii Purchasing Card Statewide Restricted Purchases and
 Blocked Merchant Category Codes

The purpose of this circular is to remind all executive departments and participating jurisdictions of the list of restricted purchases and blocked Merchant Category Codes (MCC). All cardholders are required to comply with the Purchasing Card Program and Procedures Manual and procurement circulars relating to the pCard Program.

Statewide Restricted Purchases and Blocked Categories:

• Bank Charges/Cash	• Car Rentals
• Entertainment/Recreation	• Financial Services
• Food/Beverage	• Gasoline/Svc - Retail
• Hotels	• Laundry & Cleaning Services
• Goods & Services for personal use	

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Attached is an updated list of blocked MCCs, also available on the SPO website at, <http://spo.hawaii.gov/for-state-county-personnel/programs/pcard/>.

Adjustments to blocked MCC may be granted by the jurisdiction's Chief Procurement Officer, using the form SPO-035. The determination should be based on compelling justification and assurances of proper documentation and monitoring of purchases. For executive branch departments (excluding DOE, UH, and OHA) requests for adjustments to the MCC shall be submitted to the State Procurement Office.

If there are any questions, please contact Bonnie Kahakui, at 587-4702, or bonnie.a.kahakui@hawaii.gov, or Shannon Ota at 586-0563, or shannon.j.ota@hawaii.gov.

Attachment: 2017 List of Blocked MCCs

2017 BLOCKED MERCHANT CATEGORY CODES (MCCs)

EXPENSE TYPE	DESCRIPTION	CODE(S)
Bank Charges/Cash	Includes but not limited to cash advances, cash transfers, manual or automatic cash disbursements, travelers check, convenience checks, savings bonds	0001-0078, 4829, 6010, 6011, 6050, 6051, 6610, 6760
Car Rentals	Out-of-state car rentals	3351-3354, 3357, 3359-3362, 3364, 3366, 3368, 3370, 3374, 3376, 3380, 3381, 3385, 3386, 3388-3391, 3394-3396, 3398-3400, 3409, 3411, 3412, 3414, 3419-3421, 3423, 3425, 3427-3441, 7512
Entertainment/Recreation	Includes but not limited to theaters, video movie rental and arcade stores, theatrical productions, golf courses, gambling, amusement parks, timeshares, sporting & recreations camps, trailer parks & campgrounds, etc.	7012, 7032, 7033, 7832, 7833, 7841, 7911, 7922, 7929, 7932, 7933, 7941, 7991-7996, 7998, 7999
Financial Services	Includes but not limited to financial institutions - merchandise services, insurance sales & premiums, money transfers, payment services, securities-brokers/dealers, insurance carriers, tax preparation services, fines, bail and bond payments, tax payments, etc.	6012, 6211, 6300, 6381, 6399, 6529-6533, 6535-6538, 6540, 7276, 9222, 9223, 9311
Food/Beverage (retail, caterers, restaurants)	Includes but not limited to wholesale clubs, grocery stores, supermarkets, freezer, locker meat provisioners, candy & nut stores, dairy product stores, bakers, convenience stores, etc.	5300, 5411, 5422, 5441, 5451, 5462, 5499, 5811-5814, 5921, 9751
Gasoline/Svc. - Retail	Includes but not limited to service station, fuel dispense, fuel dealers	5541, 5542, 5983
Hotels	Hotels, motels, commercial lodging	3501-3814, 3816
Laundry & Cleaning Services	Laundry, cleaning & garment services	7210, 7211, 7216
Goods & Services for Personal Use	Includes but not limited to cigar stores and stands, beauty shops, barber shops, dating and escort services, buying/shopping services, babysitting services, massage parlors, health and beauty spas, miscellaneous personal services, membership clubs	5993, 7230, 7273, 7295, 7297, 7298, 7299, 7997