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January 3, 2019

PROCUREMENT CIRCULAR NO.2019-09

TO: Office of the Governor, Chief of Staff  
Office of the Lieutenant Governor, Chief of Staff  
Hawaii State Public Library System, State Librarian  
Executive Department Heads (excluding Department of Education, University of Hawaii,  
Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

C: Administrative Services Office  
Departmental pCard Administrators

FROM: Sarah Allen 

SUBJECT: Mandatory New pCard Program with **Amazon Business**

The State Procurement Office is excited to announce that **Amazon Business** is now approved for all pCard purchases of \$2,500 or less. This new program simplifies the purchasing process and allows cardholders to take advantage of Amazon's wide product selection and competitive prices for authorized business purchases.

Shopping on **Amazon Business** is user friendly as Amazon.com with additional benefits:

- Free 2-Day shipping on Prime-eligible items
- Access to millions of additional products, available to Business customers
- Business-specific pricing, including quantity discount on eligible items
- **Amazon Business** Analytics – customizable spend data reporting and dashboard
- Access to a specialized **Amazon Business** Customer Service team at 888-281-3847

**Amazon Business** is **mandatory** for all purchases made on Amazon. The SPO will pay the annual program fee, therefore there is no cost to any department/agency. Department's pCard Administrator must contact Bonnie Kahakui, at [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov) or (808) 587-4702, to set up the department's account no later than **February 5, 2019**.

If your entity currently has an **Amazon Business** account, those accounts will be migrated into the State's **Amazon Business** account once the registration process is complete.

We will be sharing reference guides and other training materials throughout this process, including an informational webinar to be scheduled at a later date. If you have any questions about this new program, please do not hesitate to contact Bonnie Kahakui, at (808) 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

**ACTIONS REQUIRED:**

- Identify department level administrator(s)
- Compile a list of pCardholders approved to use **Amazon Business**. That list should include the cardholder's first name, last name, and email address. These cardholders will be invited to join your subgroups.
- Contact Bonnie Kahakui, at [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov) or (808) 587-4702, to set up the department's account no later than **February 5, 2019**.