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PROCUREMENT CIRCULAR 2019-10

TO: Chief Procurement Officers (CPOs):  
Department of Education, Superintendent  
Public Charter School Commission and Schools, Executive Director  
Office of Hawaiian Affairs, Chairperson of the Board  
Hawaii Health Systems Corporation, President and Chief Executive Officer  
(including Hospitals and Boards)  
Judiciary, Administrative Director of the Courts  
Senate, President  
House of Representatives, Speaker

Counties of Hawaii, Kauai, Maui and City & County of Honolulu  
Executive Branch, Finance Director  
Legislative Branch, Chairperson of the County Council  
Board/Departments of Water Supply, Manager/Chief Engineer  
Honolulu Authority for Rapid Transportation, Executive Director

FROM: Sarah Allen 

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

The State Procurement Office (SPO) is excited to announce that we have entered into an agreement with **Amazon Business** for pCard purchases of \$2,500 or less. This new program will simplify the purchasing process and allow buyers 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

The SPO will pay the annual program fee, therefore there is no cost to any participating jurisdiction. If your jurisdiction wishes to participate, please contact Anthony Jenkins at, [abgov-services+HI@amazon.com](mailto:abgov-services+HI@amazon.com) to set up your hierarchal account.

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 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).

C: pCard Jurisdiction Administrators