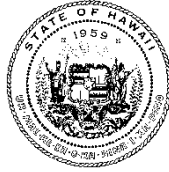


DAVID Y. IGE  
GOVERNOR



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ASSISTANT ADMINISTRATOR

**STATE OF HAWAII**  
**STATE PROCUREMENT OFFICE**


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February 26, 2019

**PROCUREMENT CIRCULAR 2019-09, Amendment 2**

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  
Department Amazon Business Account Administrators

FROM: Sarah Allen 

SUBJECT: State of Hawaii **Amazon Business Account – Policies & Procedures**

Effective March 15, 2019 the following policies and procedures will be in place when using the State of Hawaii Amazon Business Account.

**POLICIES:**

- The **State of Hawaii Amazon Business Account** – is mandatory for all Executive Branch Departments/Agencies (excluding DOE, UH, OHA and HHSC) whenever a government buyer is selecting Amazon to make a purchase.
- Amazon shall be used for **goods** only. **Alcohol, food/groceries and services are restricted** and shall not be purchased.
- Maximum spend per transaction shall NOT exceed \$2,500.
- The State's Amazon Business Account includes Amazon Prime with expedited shipping, paid for by the SPO, therefore Prime categories should be used whenever possible to avoid costly shipping fees.
- Use of the State of Hawaii Amazon Business Account for personal use is strictly prohibited.
- Government buyers must have procurement delegation (SPO-036) and taken all mandatory workshops for Small Purchases method of procurement and SPO Price and Vendor List Contracts

Mandatory Training Requirement:

SPO-001	Procurement Basics
SPO-027	Understanding, Detecting & Preventing Antitrust Violations
SPO120	Small Purchase method of Procurement
SPO-190	SPO Price and Vendor List Contract and Cooperative Purchasing

**PROCEDURES:**

- Government buyer must first determine if Amazon is appropriate to use.
  - Check if the item is on a SPO Price or Vendor List (PL/VL).
  - Compare the PL/VL price to the Amazon price, using form SPO-010 to document findings (see sample).
- If the Amazon price is less than the PL/VL, the purchase may be made using the State of Hawaii Amazon Business Account.
- If the PL/VL price is less expensive, Amazon.com shall NOT be used.
- If there is no PL/VL for the item Amazon may be used.
- The State's pCard is the only form of payment acceptable.
- Compliance verification is not required prior to issuing a pCard payment when utilizing Amazon.
- The government buyer is responsible for verifying the product has arrived in satisfactory condition at the correct price.

**\*Note:** The department/agency may impose additional policies and procedures as appropriate.

