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GOVERNOR



BONNIE KAHAKUI
ACTING ADMINISTRATOR

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STATE PROCUREMENT OFFICE**

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October 7, 2021

PROCUREMENT CIRCULAR NO. 2022-06

TO: Office of the Governor, Chief Operating Officer
Office of the Lieutenant Governor, Chief of Staff
Executive Department Heads
Hawaii State Public Library System, State Librarian

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Acting Administrator

A handwritten signature in blue ink that reads "Bonnie A. Kahakui".

SUBJECT: State of Hawaii Purchasing Card
Request to Use Purchasing Card for Blocked Purchase

This Procurement Circular 2022-06 replaces Procurement Circular 2003-06 and all Amendments

To maintain consistent internal controls for all departments, the State Procurement Office (SPO) is issuing revised form SPO-035 (revised 10/2021), *Request to Use Purchasing Card for Blocked Purchase(s)* and instructions to request a release of a statewide blocked merchant category code (MCC). The revised form includes:

- Section 8 Identify the method of procurement

Effective immediately, cardholders in the executive branch needing to purchase goods or services that are on a state-wide blocked merchant category shall use the revised SPO-035. SPO-035 is available at the SPO website: <https://spo.hawaii.gov>, under [pCard](#) and [forms](#).

Agencies are also reminded that the SPO-035 shall be submitted a minimum of seven (7) days prior to the desired effective date.

Your staff may contact Alan Yeh at 586-0566, alan.a.yeh@hawaii.gov or Shannon Ota at 586-0563, shannon.j.ota@hawaii.gov if they have any questions.