



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**


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October 7, 2021

**PROCUREMENT CIRCULAR NO. 2022-07**

TO: Chief Procurement Officers:  
Department of Education, Superintendent  
Office of Hawaiian Affairs, Chairperson  
Hawaii Health Systems Corporation, Chief Executive Officer  
(Excluding Regional System Boards)  
Judiciary, Administrative Director of the Courts  
Senate, President  
House, Speaker of the House of Representatives

Counties of Hawaii, Kauai, and Maui  
Executive Branch, Finance Director  
Legislative Branch, Chairperson of the County Council  
Boards/Departments of Water Supply, Manager/Chief Engineer

FROM: Bonnie Kahakui, Acting Administrator 

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

This Procurement Circular 2022-07 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 10/6/2021), *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 needing to purchase goods or services for 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](#).

The jurisdiction's CPO is delegated authority to grant an exception to the state-wide merchant category blocks. The procedures require a copy of the approved SPO-035 to be forwarded by e-mail to the State Procurement Office to [alan.a.yeh@hawaii.gov](mailto:alan.a.yeh@hawaii.gov) and [Shannon.j.ota@hawaii.gov](mailto:Shannon.j.ota@hawaii.gov).

Jurisdictions are reminded that the completed and signed 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](mailto:alan.a.yeh@hawaii.gov) or Shannon Ota at 586-0563, [shannon.j.ota@hawaii.gov](mailto:shannon.j.ota@hawaii.gov) if they have any questions.