

DAVID Y. IGE
GOVERNOR



BONNIE KAHAKUI
ACTING ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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October 7, 2021

PROCUREMENT CIRCULAR NO. 2022-08

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

Chief Procurement Officers (CPOs):

Department of Education, Superintendent
Office of Hawaiian Affairs, Chairperson of the Board
Hawaii Healthy Systems Corporation, Chief Executive Officer
(Excluding Regional Systems Boards)
Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker

Counties of Hawaii, Kauai, and Maui

Executive Branch, Finance Director
Legislative Branch, City/County Council Chair
Board/Departments of Water Supply, Manager/Chief Engineer

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Acting Administrator

A handwritten signature in cursive script that reads "Bonnie A. Kahakui".

SUBJECT: State of Hawaii Purchasing Card Rebates

This Procurement Circular 2022-08 replaces Procurement Circular 2003-06 and all Amendments

This circular is issued as a reminder to all participating agencies in the State of Hawaii pCard program. The quarterly cash rebates from Bank of America (BOA), our pCard contractor, are considered revenues and not a reimbursement of expenditures. General funded programs are required to deposit the rebate checks into the general fund upon receipt. The disposition of the rebate checks by non-general funded programs should comply with applicable statutory requirements.

If there are any questions, please contact Shannon Ota at 586-0563, shannon.j.ota@hawaii.gov or you may contact me at 587-4700, or bonnie.a.kahakui@hawaii.gov.