

DAVID Y. IGE  
GOVERNOR



BONNIE KAHAKUI  
ACTING ADMINISTRATOR

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

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April 18, 2022

**PROCUREMENT CIRCULAR NO. 2022-12**

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 Health Systems Corporation, Chief Executive Officer  
(Excluding Regional System 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 *Bonnie A. Kahakui*

SUBJECT: pCard Surcharge and Convenience Fees

Vendors are permitted and may choose to impose a surcharge or convenience fee to pCard transactions. The **maximum** surcharge or convenience fee is 4% of each transaction and the vendor is required to notify the buyer, in advance, of any additional fees that may incurred. If the vendor does not notify the buyer in advance that there is a surcharge, the buyer can refuse to pay the additional fee and can report the vendor to the appropriate credit card network.

When deciding to use the pCard, the buyer/agency must determine if the surcharge or convenience fees are acceptable or whether a purchase order is the more appropriate method of payment.

If there are any questions, contact Shannon Ota at 586-0563 or [shannon.j.ota@hawaii.gov](mailto:shannon.j.ota@hawaii.gov).