



STATE OF HAWAII
STATE PROCUREMENT OFFICE

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<http://spo.hawaii.gov>


August 4, 2022

PROCUREMENT CIRCULAR NO. 2023-03

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Executive Department Heads (excluding Department of Education, University of Hawaii
and Hawaii Health Systems Corporation)
Hawaii State Public Library System, State Librarian

Chief Procurement Officers (CPOs):
Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker of the House of Representatives
Office of Hawaiian Affairs, Chairperson of the Board

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Acting Administrator 

SUBJECT: Annual Inventory Report of Property – Accountability of State-Owned Property
Pursuant to §103D-1206, Hawaii Revised Statutes (HRS)

Procurement Circular 2023-03 replaces Procurement Circular 2014-11.

[HRS §103D-1206](#) prescribes that the Chief Procurement Officers, Executive Branch Department Directors, and all other persons having custody of state-owned property submit an annual inventory report to the Administrator of the State Procurement Office (SPO) no later than **September 15 of each year**.

Designated Property Custodians shall prepare [Annual Summary of Inventories Report - SPO-017B](#) using MDB Report 020, Annual Inventory Report of Property containing the fiscal year-end dollar values. This annual inventory report and its required attachments shall be submitted to the Inventory Management Office via email to inventory.management.office@hawaii.gov no later than September 15 of the current year, pursuant to HRS [§103D-1206](#).

Submission Requirements

1. The latest version of [Annual Summary of Inventories Report - SPO 017B](#). For instructions refer to Chapter 10 of the [Inventory System User Manual \(July 2021\)](#).

2. The latest version of [Property Custodian Delegation of Authority - SPO-017BTrans](#) (if applicable).
3. Adjustments on this form are limited to fourth quarter error or rejected transaction(s) that is \$5,000 or greater. Should there be adjustments, submit the [Detail Inventory of Property - SPO-017A](#) with the "Quarter Ended" date of September 30 of the current year. The maintenance control numbers used must be from the new series reflected on the latest MDB Report 020.
4. A copy of the page(s) in the MDB Report 020 containing the fiscal year-end dollar values entered on [Annual Summary of Inventories Report - SPO 017B](#). (Note: Agencies may contact the Inventory Management Office at inventory.management.office@hawaii.gov for the latest MDB Report 020. The report is also available in Excel format).

The current forms mentioned above are available on the SPO homepage at <https://spo.hawaii.gov>. Agencies are also required to maintain records to account for supplies as prescribed in Hawaii Administrative Rules §3-130-5.

Penalty

Pursuant to HRS §103D-1209 – Authority to withhold salary. The administrator of the SPO shall ascertain if inventories have been filed as required by HRS §103D-1206. If any officer, head of department, agent, employee, or other person fails to file the required inventory within the time prescribed, the administrator of the SPO shall withhold the salary or wage due the officer, head of department, agent, employee, or other person until the inventory is filed, provided that at the discretion of administrator of the state procurement office the delay in filing the required inventory return within the time prescribed was for good cause.

Pursuant to HRS §103D-1210 – Penalty; jurisdiction. Any officer, member of a public board, assessor, or other person who fails to perform any of the duties imposed upon the person by this part shall be fined no more than \$500 or imprisoned not more than six months. District judges shall have jurisdiction to hear and determine all cases of alleged violations of this part committed within the circuit for which the judge is appointed.

If there are any questions, please contact the Inventory Management Office at 586-0574 or email inventory.management.office@hawaii.gov.