



STATE OF HAWAII
STATE PROCUREMENT OFFICE

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August 15, 2022

PROCUREMENT CIRCULAR NO. 2023-04

TO: Office of the Mayors:
City and County of Honolulu
County of Hawaii
County of Kauai
County of Maui

ATTENTION: Chief Procurement Officers:
City and County of Honolulu, Director of Budget and Fiscal Services
County of Hawaii, Finance Director
County of Kauai, Finance Director
County of Maui, Finance Director

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A Kahakui*

SUBJECT: Annual Inventory of State-Owned Property by Counties

Procurement Circular 2023-04 replaces Procurement Circular No. 2014-10.

[Hawaii Revised Statutes \(HRS\) §103D-1207](#) prescribes that each county mayor is required to prepare and file with the Administrator of the State Procurement Office (SPO) an annual inventory report of state-owned property in their custody **no later than September 15 of the current year.**

Details for the inventory reporting are contained in §103D-1207. The most updated form SPO-017, *Annual Detail Inventory of Property* is available at <http://spo.hawaii.gov>.

Penalty

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 was appointed.

If there are any questions, please contact the Inventory Management Office at 598-0574 or email inventory.management.office@hawaii.gov.