

LINDA LINGLE
GOVERNOR



AARON S. FUJIOKA
ADMINISTRATOR

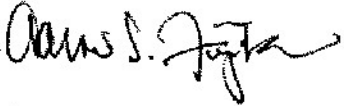
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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

January 20, 2006

PROCUREMENT CIRCULAR NO. 2003-06, Amendment 7

TO: Executive Department Heads
Chief Procurement Officers

FROM: Aaron S. Fujioka, Administrator 

SUBJECT: State of Hawaii Purchasing Card
Restricted and Blocked Purchasing Card Transactions

The purpose of this circular is to remind all executive departments and jurisdictions of the list of restricted purchases and blocked Merchant Category Codes (MCC). All purchasing cardholders are required to comply with the Purchasing Card Program and Procedures Manual (page 4) and Procurement Circular 2003-06, Amendment 1. Additionally for executive departments (except DOE, UH, and OHA) Comptroller's Memorandum No. 2004-36 provides further clarification.

The State Procurement Office has determined that some executive departments are not adhering to the State's purchasing restrictions and blocked MCC. First Hawaiian Bank has been instructed to impose all the State's restrictions and blocked MCC on all existing and new cards for the executive branch departments. Only protocol cards and approved requests are exempt from these restrictions.

Adjustments to restricted MCC may be granted by the jurisdiction's Chief Procurement Officer. The determination should be based on compelling justification and assurances of proper documentation and monitoring of purchases. For executive branch departments (except DOE, UH, and OHA) request for adjustments to the MCC should be submitted to the State Procurement Office.

If you have any questions, please call me at 587-4700, or your staff may call Bonnie Kahakui at 587-4702.

c: Nelson Nakagawa, First Hawaiian Bank