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PROCUREMENT CIRCULAR NO. 2003-06, Amendment 8

TO: Executive Department Heads
Chief Procurement Officers

FROM: Aaron S. Fujioka 

SUBJECT: State of Hawaii Purchasing Cards
Emergency pCard

The pCard is an effective and convenient tool to support agencies in emergency situations. Disasters and emergencies occur with little or no warning, and frequently require purchases outside normal procurement parameters. Agencies should be prepared for these contingencies.

A customized pre-arranged emergency pCard plan may be established to handle purchases during emergency conditions with minimal effort to activate the pCard when time is of essence. The key to a successful emergency pCard plan requires an assessment of your agency needs to prepare accordingly.

The following are some of the factors to consider:

1. Authorized emergency pCard holders
2. Credit limits
3. Transaction limits
4. Authorized purchases (blocked & unblocked merchant category codes)
5. Bank reconciliation
6. Activation determination upon governor's declaration
7. Debriefing procedures

Departments are encouraged to evaluate programs to determine if an emergency pCard program is warranted. Interested departmental pCard administrators should contact the State Procurement Office to discuss the options and implementation procedures.

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