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PROCUREMENT CIRCULAR NO. 2003-06, Amendment 9

TO: Executive Department Heads
Chief Procurement Officers

FROM: Aaron S. Fujioka, Administrator 

SUBJECT: State of Hawaii Emergency pCard

The State Procurement Office had earlier announced the availability of emergency pCards in Procurement Circular 2003-06, Amendment 8 dated 12/12/06. As an update, the Departments of Transportation, Agriculture, and Accounting and General Services have since established an emergency pCard program in preparation of an emergency, and have in place a combined 65 emergency pCards.

The emergency pCard may only be used with the Governor's emergency proclamation. Emergency pCards are essential tools to enhance a department's ability to respond quickly and effectively in a crisis. Unlike the regular pCard, an emergency pCard has unrestricted merchant category codes (except cash withdrawals and financial services, such as payments to securities-brokers/dealers and money transfers) and credit limits established by the department, giving the department the ability to make immediate purchases. The 24-hour internet access allows departments to view and track transactions for control and accountability of their purchases. A separate statement permits ease of capturing data for statistical and management reports. The emergency pCard is imprinted with "Emergency pCard" designation in red to differentiate it from the regular pCard and inadvertent use by the pCard holder for regular purchases.

To establish your department's emergency pCard program, please have your departmental pCard administrator contact Bonnie Kahakui at 587-4702 to discuss the requirements and implementation procedures or you may call me at 587-4700.