



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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PROCUREMENT CIRCULAR NO. 2013-13

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:
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

ATTENTION: Administrative Services Officers

FROM: Sarah Allen

A handwritten signature in black ink, appearing to be "Sarah Allen", written over the printed name.

SUBJECT: Inventory Transaction Register – Quarterly

The purpose of this circular is to inform that two sets of the Inventory Transaction Register MDB Report 012 will be distributed quarterly. Please forward this report to your property custodians or inventory personnel responsible for the preparation of the respective form SPO-017A. The posting errors and rejected transactions on the transaction register should be reviewed as provided below:

1. Identify posting errors by comparing the transactions submitted on your form SPO-017A against those appearing on the transaction register. Transactions with OP Codes C, D, and X are paired with the master inventory record that has been changed, deleted or removed. Ensure the correct master inventory record is adjusted properly.
2. Transactions rejected will appear with an error code in the last column of this transaction register. These rejected transactions were not posted, and will need to be re-entered. Refer to page 9-29, *Inventory System User Manual April 2003*, available at <http://hawaii.gov/spo>, to determine the nature of the error and instructions on corrective actions to re-enter the rejected transaction.
3. Posting errors and rejected transactions are required to be corrected and re-entered on form SPO-017A in the next quarterly inventory transaction update process. Refer to page 2-3, *Inventory System User Manual April 2003*, available at <http://hawaii.gov/spo>, to review the quarterly update due dates.

Your staff may call the Inventory Management Office at 586-0574 if they have any questions.