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**PROCUREMENT CIRCULAR 2003-06, Amendment 17**

**TO:** Office of the Governor  
Office of the Lieutenant Governor  
Chief of Staff  
Executive Department Heads  
Hawaii State Public Library System, State Librarian  
Chief Procurement Officers

**FROM:** Sarah Allen 

**SUBJECT:** Revised State of Hawaii Purchasing Card Program and Procedures Manual and Cardholder Agreement

The State of Hawaii Purchasing Program and Procedures Manual and the Cardholder Agreement has been revised (October 2016) and updated to reflect changes in First Hawaiian Bank's internet reporting system from PVS Net to CentreSuite. Additional changes includes language regarding the Chip Card and activation requirements.

Effective immediately, all departments and participating jurisdictions shall issue the revised manual and cardholder agreement to all new cardholders.

All departments and participating jurisdictions shall ensure that a valid cardholder agreement (with the correct account number) has been signed and a copy maintained the department's/jurisdiction's pCard administrator.

The revised State of Hawaii Purchasing Procurement and Procedures Manual and Cardholder Agreement may be found on the SPO website at: <http://spo.hawaii.gov/for-state-county-personnel/programs/pcard/>

If there are any questions, please contact Bonnie Kahakui, at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov), or Shannon Ota at 586-0563, or [Shannon.i.ota@hawaii.gov](mailto:Shannon.i.ota@hawaii.gov).