



DEPARTMENT OF THE ATTORNEY GENERAL

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GOVERNOR

DOUGLAS S. CHIN
ATTORNEY GENERAL

For Immediate Release
April 14, 2015

News Release 2015-10

**ATTORNEY GENERAL TO INVESTIGATE HAWAII COUNTY MAYOR'S USE OF
GOVERNMENT PURCHASING CARD**

HONOLULU – Attorney General Doug Chin announced today that, at the request of Hawaii County Prosecuting Attorney Mitch Roth, the attorney general's office will investigate facts related to Hawaii County Mayor Billy Kenoi's use of his county-issued purchasing card, or PCard.

"In discussions with the county prosecutor and Hawaii County Police Chief Kubojiri, we have concluded an independent investigation may guard against an appearance of conflict under these circumstances," said Chin. "I appreciate Prosecutor Roth and Chief Kubojiri for their cooperation and support of the law enforcement community."

Facts learned during the course of the investigation will determine whether the attorney general's office pursues or recommends criminal charges, administrative discipline or no further action. Mayor Kenoi has not been charged with a crime. A criminal conviction requires proof beyond a reasonable doubt of a violation of law.

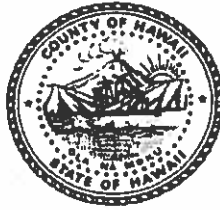
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OFFICE OF THE PROSECUTING ATTORNEY

April 6, 2015

The Honorable Douglas S. Chin
Attorney General
State of Hawai'i
425 Queen Street
Honolulu, Hawai'i 96813

Dear Mr. Chin,

Per our conversations over the last week regarding Mayor Kenoi's expenses on his county PCard, I am writing this letter requesting that the Attorney General review the facts and determine if further action needs to be taken.

The events related to the Mayor's actions have garnered an unusual amount of public attention and have called into question government trust and integrity. For this reason, I believe it is important to restore trust in the Government and that the Mayor's actions are reviewed in the cleanest most independent and transparent way possible.

While my position as the Prosecuting Attorney is an elected position, independent of the Mayor's Office, my First Deputy Dale Ross and I sit in on the Mayor's Cabinet meeting. Further, my office is currently preparing for hearings on our departmental budget. Both the Mayor's office and the Fiscal Department of the County play a major role in approving the budget. While we do not believe that either the Mayor or the Fiscal Department would use a review of the Mayor's PCard use by our Department as a factor in determining our budget, it does create the appearance of a conflict which people already have brought up.

Per our conversation, I am attaching the County's "Purchasing Card Cardholder Agreement" and the "Purchasing Card Program and Procedures" to this letter.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitchell D. Roth", is written over a horizontal line.

MITCHELL D. ROTH
Prosecuting Attorney

COUNTY OF HAWAII
PURCHASING CARD
CARDHOLDER AGREEMENT

In return for the purchasing authority delegated to me and in consideration of my responsibility to properly steward public resources, I agree to undertake the following responsibilities:

- I will comply with this Agreement and the applicable provisions of the County of Hawaii Purchasing Card Program and Procedures (Procedures), presently and as subsequently revised. I acknowledge receipt of the Procedures and affirm that I have read and understand its terms and conditions. I understand that the County of Hawaii is liable to First Hawaiian Bank for all charges made by me.
- I will submit necessary transaction documents and/or transaction information to my department by the end of the monthly billing cycle. I also acknowledge that my failure to do so may result in the revocation of my privilege to be a Cardholder.
- I will protect and safeguard the Purchasing Card (*pCard*) per this Agreement and the Procedures.
- I will immediately report lost or stolen cards to First Hawaiian Bank and my department's *pCard* Coordinator and to send written notice to both First Hawaiian Bank and the County of Hawaii's Purchasing Card Administrator.
- I will purchase ethically, fairly, and without conflict of interest; I will seek the best value and purchase only necessary items; I will determine that the price is fair and reasonable by comparing alternative sources; and when using County, State or Federal funds, I will avoid firms or individuals who are prohibited from contracting with the County, State or Federal Government.
- I understand that the use of the *pCard* to make personal purchases is prohibited, unless specifically authorized. I will not use the *pCard*, under any circumstances, for unauthorized personal use.
- I understand that my use of the *pCard* will be audited.

As the holder of this *pCard*, I agree to accept responsibility for the protection and proper use of this *pCard* as outlined in this Agreement and the Procedures. I understand that I cannot use the *pCard* for the restricted commodities listed in the Procedures. I understand that commodities, where contracts are in place, must be purchased from the contract suppliers.

I understand that my failure to comply with the applicable provisions of the Procedures and/or the provisions of this Agreement may result in revocation of *pCard* privileges, and if the *pCard* is used for unlawful or improper purposes, I may also be subject to disciplinary action for that misconduct.

If I am no longer employed with the County of Hawaii at the time the determination is made that

I owed the County of Hawaii money for unlawful or improper purchases made with the *pCard*, I acknowledge that if the County of Hawaii is forced to initiate legal proceedings to recover amounts owed by me under this Agreement and I am found to be responsible for unlawful or improper purchases, I agree to pay all the legal fees incurred by the County of Hawaii in such proceedings to prove my liability.

I understand that the County of Hawaii may terminate my right to use this *pCard* any time for any reason. I agree to return the *pCard* to the County of Hawaii immediately upon request or upon termination of employment.

I hereby acknowledge receipt of *pCard* # _____ with the limit of \$ _____ per _____ month and the expiration date of _____.

CARDHOLDER:

Signature

Date

Print Name

Department

Division

Work Phone

Fax Number

APPROVAL:

The cardholder has been authorized by me to use the Purchasing Card that has been issued.

Approving Official's Signature

Date

NANCY E. CRAWFORD

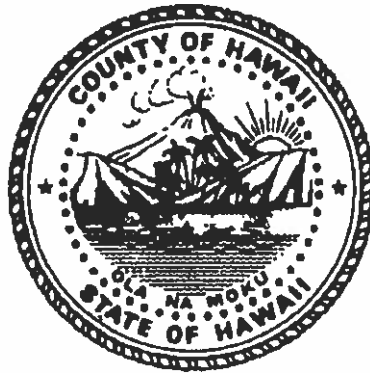
Print Name

FINANCE

Administration

Department

Division



COUNTY OF HAWAII

PURCHASING CARD PROGRAM AND PROCEDURES

**Department of Finance
October 2013**

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COUNTY OF HAWAII
PURCHASING CARD
PROGRAM AND PROCEDURES

INTRODUCTION

The Purchasing Card program is administered by the County of Hawaii Department of Finance, in coordination with the State Procurement Office. The program utilizes the Purchasing Card (*pCard*), which is similar to a credit card. It is designed to streamline the County's small purchase and payment process and reduce the number of purchase orders issued. The program enables employees to charge small purchases from vendors using the *pCard* without having to prepare purchase orders.

The cards are the property of the County and are issued to responsible employees to make official purchases. The program improves management control, increases purchasing efficiency, and allows payment to vendors by the Card Issuer (First Hawaiian Bank) generally within two days of the purchase. Once a month, the County makes just one payment to the Card Issuer.

Departments will be able to start on a small scale and eventually expand to full implementation, pending approval of the Purchasing Card Administrator (Director of Finance) or their designee. The controls, security, and reports built into the program are very extensive and will provide supervisors and upper management with the ability to check purchases and funding appropriations, detect abuses and parceling, develop trends, and make sound management decisions. Small purchases and payments will be much faster, less costly, and above all, more efficient.

DEFINITIONS

Blocked Merchant Category: The Card Issuer at the request of the Purchasing Card Administrator, blocks a particular category of merchants so some or all of the Department's *pCards* will not work at any of those establishments.

Card Issuer: The First Hawaiian Bank with whom the County of Hawaii has contracted to issue *pCards* to County employees.

Cardholder: An employee of the County of Hawaii, approved by the Purchasing

Card Administrator to use the *pCard*. The Cardholder is accountable for all charges made with that card. (Note – the Cardholder should not be the same person that reconciles the monthly billing statements to the Department’s *pCard* purchases.)

Cardholder Agreement: An agreement (EXHIBIT A) listing the responsibilities that the Cardholder must abide by in return for the purchasing authority authorized.

Department: The unit (department, agency, office) of County government to which the Purchasing Card has been assigned.

Department *pCard* Coordinator: The individual responsible for reviewing *pCard* transactions for proper use within a Department. The Department *pCard* Coordinator is also responsible for collecting all purchasing documentation from Cardholders, and reconciling the Department’s monthly billing statement (Memo Statement of Account) to its *pCard* transactions.

Documentation: A merchant-produced or other document that records the relevant information for items purchased, including quantities, description, individual costs, total cost, merchant’s name and address (i.e., sales slips, invoices, merchant receipts, telephone order records, packing slips, confirmation records, Transaction Summaries, etc.). The original sales slips, invoices, and merchant receipts, must be attached to respective Transaction Summaries.

Memo Statement of Account: A statement used by the Department to reconcile transactions and process payment. The Memo Statement of Account will be sent to respective Departments by the Purchasing Card Administrator upon receipt from the Card Issuer at the end of the billing cycle.

Merchant Category Code (MCC): A unique code assigned to a specific group/type of merchant (i.e., 5044 - Business Supply, 5734 - Computer Software Stores, 5812 - Food Restaurants, 5921 - Retail Liquor, 5111 - Stationery, Office, School Supply, etc.

Monthly Spending Limit: A dollar limitation of purchasing authority assigned to the Cardholder. The Purchasing Card Administrator may establish spending limits on a per Cardholder basis.

Parceling: The intentional separating of transactions to evade purchasing rules,

the transaction charge limit, or Monthly Spending Limit.

***pCard* Limits:** A dollar limitation of purchasing authority assigned to the Cardholder for charges made with the *pCard*. The limits can be by the single item, single transaction that may include multiple items, and transactions allowed per day or per month.

Pro Value Services (PVS) Net: The internet reporting system that provides users the ability to review and report on information from transactions made on the *pCard*. Department *pCard* Coordinators, or Cardholders, can see the results on the internet of all purchase activity within a few days after the transactions are made.

Purchasing Card (*pCard*): A corporate charge card issued to an individual employee for the purpose of making authorized small purchases of goods and services on behalf of the County.

Purchasing Card Administrator: The County Director of Finance or their designee is the Purchasing Card Administrator. As the County's primary liaison with the Card Issuer, the Purchasing Card Administrator is authorized to approve or certify Cardholder Agreements, *pCard* applications, credit card changes, and cancellations. This individual may also be the Department *pCard* Coordinator.

PVS Net Statement: Each Department *pCard* Coordinator may generate a PVS Net Statement each billing cycle. The cycle cutoff date for the County of Hawaii is the 28th of each month. The PVS Net Statement identifies each transaction made with the *pCard* during the billing cycle, and may be reconciled against purchase Documentation and the Memo Statement of Account. The PVS Net Statement should not be used to make payments. The Memo Statement of Account should be used for payments.

Transaction Summary: A document (EXHIBIT B) listing all *pCard* transactions for purposes of reconciliation and ease of auditing.

OVERALL PROCESS

The County of Hawaii *pCard* is a MasterCard (credit card) issued by First Hawaiian Bank. Each Cardholder will be required to sign and abide by a Cardholder Agreement approved by the Purchasing Card Administrator.

The *pCard* process is fully automated, allowing all purchases and payments to be tracked and easily managed. ProCard, Inc. is the third party administrator for these reporting purposes, providing an internet application called PVS Net, to view and monitor transactions.

The *pCard* may be used wherever Master Card is accepted, for official County of Hawaii purchases, and by the Department and individual for which the purchasing authority has been delegated. Use of the *pCard* is similar to that of a personal credit card. Each *pCard*, however, has custom designed features, with built-in controls, to meet the specific needs of the Cardholder and the Department.

The County of Hawaii has established that the *pCard* cannot be used for certain categories of merchants and may block their Merchant Category Code. If the Cardholder attempts to charge at any of the merchants included in the blocked categories, the purchase will be declined.

Memo Statements of Account from the *pCard* Issuer are sent to the Purchasing Card Administrator for review. The Administrator will then forward the Statements to respective Departments for review, payment processing, and reconciliation. Payment processing should not be delayed because of disputed items. However, all notices of disputed items must be made within 60 days of the cycle in which the item first appears on the Cardholder statement.

AUTHORIZED PCARD PURCHASES

pCard purchases may be made by a department if all of the following apply:

1. The expenditure is budgeted, is for a legitimate department purpose, and is appropriately authorized;
2. The expenditure is within the pCard limits; and
3. The expenditure is made in accordance with the County's Small Purchase Guidelines contained in the Purchasing Manual.

The following items are not to be purchased using the *pCard* unless receiving prior approval from the Purchasing Division:

1. Printing (forms, letterheads, envelopes, business cards, brochures, etc.);
2. Storeroom Supplies (currently stocked items in the Storeroom);

3. Safety Equipment (requiring the Safety Coordinator's approval, except refill items for first aid kits);
4. Goods or services greater than \$1,000.00, unless the Department/agency has delegated purchasing authority.

TRANSACTION SUMMARY

The Transaction Summary is intended for keeping a record of transactions and for reconciling the Memo Statement of Account. All *pCard* purchases by Departments must be recorded on a Transaction Summary with proper Documentation attached. If the purchase was made via telephone or the Internet, a confirmation number should be obtained and recorded. A confirmation notice should also be attached, if available.

PURCHASING CARD LIMITS

At the time of purchase, the *pCard* system automatically validates the transaction against pre-set limits established by the Department. All transactions are approved or declined based upon the following authorization criteria:

1. Single transaction purchase limit;
2. Number of transactions allowed per day;
3. Spending limit per month; and
4. Number of transactions allowed per month.

RESTRICTED PURCHASES AND BLOCKED MCCS

The following is a list of restricted purchases and Blocked Merchant Category Codes. At the request of the Department to the Purchasing Card Administrator, additional categories of merchants can be selected so that some or all of the Department's *pCards* will not work at those establishments.

Restricted Purchases:

1. Any purchase over the established limit for the *pCard*.
2. Liquor, unless specifically authorized
3. Cash
4. Goods and services for personal use, unless specifically authorized
5. Others as determined by the Purchasing Card Administrator

Examples of Blocked Merchant Category Codes:

1. Financial services
2. Fines
3. Dating and Escort Services

Exceptions may be granted by the Purchasing Card Administrator on a limited basis upon a showing of sufficient justification.

If it appears that a merchant has declined the *pCard* in error, the Cardholder should contact the Card Issuer for assistance (1-800-342-2778). If the matter cannot be resolved, the Cardholder should terminate the purchase, find an alternate payment method and inform the Department pCard Coordinator and/or the Purchasing Card Administrator.

PAYING YOUR BILL

Upon receipt of the Memo Statement of Account from the Purchasing Card Administrator, attach a Transaction Summary (with original documentation) for each transaction appearing on the Memo Statement. A Fresh invoice should be prepared for the full amount of the bill and submitted with all Transaction invoices for payment **within 10 days from the due date**. Remember, credit card limits are affected by the timeliness of payments.

RECONCILING YOUR ACCOUNT

Compare each transaction on the Memo Statement of Account with the Transaction Summary. If a transaction does not appear on the Memo Statement, carry this Transaction Summary over for reconciliation on the following month's billing statement. If a transaction is on the Memo Statement, but there is no record of a purchase, first contact the Card Holder, then continue to follow-up.

It is not necessary to itemize transactions on the Fresh invoice; only appropriate account numbers to be charged and the respective amounts need to be entered along with the general description: "pCard purchases from (date) to (date)."

RESOLVING STATEMENT ERRORS AND DISPUTES

Cardholders should attempt to resolve all errors, returns, disputes, or billing errors directly with the merchant. However, if there is a charge that cannot be resolved with the merchant, it can be disputed through the Card Issuer.

The Department *pCard* Coordinator should contact the Card Issuer's Customer Service Center at 1-800-342-2778 and press "0" to request a Dispute Resolution form.

If possible, the Card Issuer should be notified of disputed charges before the closing date of the billing cycle. This will allow the Card Issuer to reverse the disputed charge within the same billing cycle. A disputed charge will be posted to the Department's account if it is not reversed before the end of the billing cycle.

The Department *pCard* Coordinator is responsible for following up on disputed charges that have not been reversed and verifying with the Card Issuer that they will be reversed in the following billing cycle. All disputes must be resolved through credits to the account and never through cash refunds.

All notices of disputed items must be made within 60 days of the cycle in which the item first appears on the Cardholder statement.

The Department *pCard* Coordinator should contact the Purchasing Card Administrator for assistance if an acceptable resolution is not obtained.

RESPONSIBILITIES

The Purchasing Card Administrator is responsible for:

1. Serving as County's primary liaison with the Card Issuer.
2. Developing Purchasing Card procedures for the County within the guidelines of the County of Hawaii Purchasing Card Program and Procedures manual.
3. Approving or certifying Cardholder Agreements, *pCard* applications, credit card changes, and cancellations.
4. Submitting completed *pCard* applications to and receiving *pCards* from the Card Issuer.

5. Determining the transaction/charge limits, allowed or disallowed MCCs, and any additional guidelines for each Cardholder.
6. Coordinating the training of *pCard* users.
7. Reviewing and auditing *pCard* data and transactions on a sample basis. If improper charges or procedures are found, the Purchasing Card Administrator shall direct the responsible official to correct the error.
8. Serving as the Department *pCard* Coordinator, if necessary.

The Department *pCard* Coordinator is responsible for:

1. Establishing processes within the Department to support the Purchasing Card Program.
2. Recommending to the Purchasing Card Administrator the appropriate individual(s) within the Department to receive *pCards*.
3. Reviewing Cardholder responsibilities with potential Cardholders prior to submittal of their applications.
4. Collecting Documentation from Cardholders and making sure that the transactions are properly recorded on the Transaction Summary. If the *pCard* Coordinator is the person who approves the transactions and also is the holder of a *pCard*, his/her transactions must be approved by his/her supervisor.
5. Reviewing the Department's Memo Statement of Account for accuracy.
6. Reconciling the Memo Statement of Account to the Transaction Summary.
7. Attempting to resolve any disputes with the merchant or Card Issuer that cannot be resolved by the Cardholder.
8. Notifying the Purchasing Card Administrator within five (5) days of any unresolved disputes, noting the reason(s) for the dispute.
9. Notifying the Purchasing Card Administrator immediately of lost or stolen cards and ensuring the Cardholder has notified the Card Issuer (1-800-342-2778).
10. Notifying the Purchasing Card Administrator of any questionable purchases.
11. Ensuring the availability of funds for the transactions of those Cardholders for whom the Department *pCard* Coordinator is responsible.
12. Monitoring Cardholder purchases to ensure that the *pCard* is being used

properly in accordance with the Purchasing Card Program and Procedures and Department procedures.

13. Acting as a liaison with the Purchasing Card Administrator and Cardholders.
14. Collecting the *pCard* from Cardholders upon termination of employment, transferring of Departments, upon change in employment that no longer requires a *pCard*, or upon request from the Purchasing Card Administrator.

The Cardholder is responsible for:

1. Treating the County of Hawaii *pCard* with the same care as they do with their own personal credit cards. The *pCard* should be maintained in a secured location and the account number should be carefully guarded.
2. Using the *pCard* only for official purchases for which the Cardholder will be responsible.
3. Signing the charge receipt and retaining the customer copy when making purchases in person.
4. When making purchases other than in person, giving the merchant the account number embossed on their *pCard* and directing the merchant to include the following on the packing/delivery/service receipt:
 - Cardholder's name
 - *pCard* Account Number
 - Department Name
 - Delivery Address
 - Shipping Date
5. Obtaining purchase Documentation (sales receipt, itemized packing slip, service receipt, confirmation record, etc.) from the merchant for every *pCard* transaction to support the purchase. If someone other than the Cardholder receives the shipment or service, obtaining the supporting Documentation.
6. Filling out the Transaction Summary for each purchase.
7. Giving to the Department *pCard* Coordinator purchase Documentation that will reconcile the Memo Statement to the Department's *pCard* purchases.
8. Verifying that what was received is what was ordered.
9. Working with the merchant to correct any problems, exchanges, or credits.
10. **Not accepting cash** in lieu of a *pCard* credit for returns.

11. Reporting a lost or stolen *pCard* to the Card Issuer immediately during business hours at 1-800-342-2778, and notifying the Department *pCard* Coordinator of a lost or stolen card within two working days.
12. Returning the *pCard* to the Department *pCard* Coordinator upon termination of employment, transferring of agencies, change in employment that no longer requires a *pCard*, or request from the Purchasing Card Administrator.
13. Not misusing the *pCard*. Failure to comply with the Purchasing Card Program and Procedures and the Department's policies and procedures may result in the revocation of *pCard* privileges. If the *pCard* is used for unlawful or improper purposes, the employee may also be subject to disciplinary action, up to and including termination, for that misconduct.
14. **Not using the *pCard*, for personal use.**
15. If the *pCard* is inadvertently used for a personal purchase (i.e., a wrong card is used at a restaurant and the mistake is not noticed until after departing the restaurant), a full report must be submitted to the Director of Finance explaining the mistake, along with proper reimbursement.

CARDHOLDER LIABILITY

The *pCard* is a corporate liability card that will not affect the Cardholder's personal credit. However, it is the Cardholder's responsibility to ensure that the *pCard* is used within the guidelines of the Purchasing Card Program and Procedures and the Department's policies and procedures. Failure to comply with the program and Department's policies and procedures may result in the revocation of *pCard* privileges and further disciplinary measures in accordance with the Purchasing Card Program and Procedures, Cardholder Agreement, and applicable collective bargaining agreements.

LOST OR STOLEN CARDS

The *pCard* should be kept secured, just as you would secure your personal credit cards. If the *pCard* appears to be lost or stolen, it is the Cardholder's responsibility to immediately report this to the Card Issuer. It is very important that the Cardholder notify the Card Issuer immediately by calling 1-800-342-2778.

The Cardholder shall also notify the Department *pCard* Coordinator for the agency at the first opportunity during business hours and then follow up with the Card

Issuer in writing. The Department *pCard* Coordinator shall immediately notify the Purchasing Card Administrator who will follow up with the Card Issuer. The missing card may be either blocked or canceled.

If the *pCard* is found after it has been reported lost or stolen, and a new card has been issued, the recovered card must be destroyed by cutting it in half. The same shall apply if a card is damaged. Both card halves shall be forwarded to the Purchasing Card Administrator for disposal.

CANCELING THE PURCHASING CARD

The Department *pCard* Coordinator shall notify the Purchasing Card Administrator immediately if any of the following takes place:

1. Changes occur in the Cardholder's status, i.e, the Cardholder transfers to another Department, the *pCard* is no longer required by the Cardholder, or the Cardholder terminates employment. The *pCard* should then be immediately turned in to the Purchasing Card Administrator.
2. Any of the following occurs (may also subject the Cardholder to disciplinary action) -
 - The *pCard* is used for personal or unauthorized purposes;
 - The *pCard* is used to purchase alcoholic beverages (unless within the Mayor's policy) or any substance, material, or service which violates policy, law or regulation pertaining to the State or County;
 - The Cardholder purposely parcels a purchase to circumvent their *pCard* limitations or the delegated purchasing authority;
 - Cardholders use each other's cards to circumvent their *pCard* limitations;
 - The Cardholder fails to provide their Department with acceptable Documentation to reconcile their purchase;
 - The Cardholder fails to provide, when requested, information about any specific purchase; or
 - The Cardholder does not adhere to the Purchasing Card Program and Procedures.

AUDIT OF PURCHASING CARD ACTIVITY

To ensure compliance with these Purchasing Card Program and Procedures,

random audits will be conducted by appropriate personnel, including the Department of Finance, Office of the Legislative Auditor, and private accounting firms. All records should be kept for three years.

COUNTY OF HAWAII
PURCHASING CARD
CARDHOLDER AGREEMENT

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- I will comply with this Agreement and the applicable provisions of the County of Hawaii Purchasing Card Program and Procedures (Procedures), presently and as subsequently revised. I acknowledge receipt of the Procedures and affirm that I have read and understand its terms and conditions. I understand that the County of Hawaii is liable to First Hawaiian Bank for all charges made by me.
- I will submit necessary transaction documents and/or transaction information to my department by the end of the monthly billing cycle. I also acknowledge that my failure to do so may result in the revocation of my privilege to be a Cardholder.
- I will protect and safeguard the Purchasing Card (*pCard*) per this Agreement and the Procedures.
- I will immediately report lost or stolen cards to First Hawaiian Bank and my department's *pCard* Coordinator and to send written notice to both First Hawaiian Bank and the County of Hawaii's Purchasing Card Administrator.
- I will purchase ethically, fairly, and without conflict of interest; I will seek the best value and purchase only necessary items; I will determine that the price is fair and reasonable by comparing alternative sources; and when using County, State or Federal funds, I will avoid firms or individuals who are prohibited from contracting with the County, State or Federal Government.
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- I understand that my use of the *pCard* will be audited.

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I understand that my failure to comply with the applicable provisions of the Procedures and/or the provisions of this Agreement may result in revocation of *pCard* privileges, and if the *pCard* is used for unlawful or improper purposes, I may also be subject to disciplinary action for that misconduct.

If I am no longer employed with the County of Hawaii at the time the determination is made that

I owed the County of Hawaii money for unlawful or improper purchases made with the *pCard*, I acknowledge that if the County of Hawaii is forced to initiate legal proceedings to recover amounts owed by me under this Agreement and I am found to be responsible for unlawful or improper purchases, I agree to pay all the legal fees incurred by the County of Hawaii in such proceedings to prove my liability.

I understand that the County of Hawaii may terminate my right to use this *pCard* any time for any reason. I agree to return the *pCard* to the County of Hawaii immediately upon request or upon termination of employment.

I hereby acknowledge receipt of *pCard* # _____ with the limit of \$ _____ per _____ month and the expiration date of _____.

CARDHOLDER:

Signature

Date

Print Name

Department

Division

Work Phone

Fax Number

APPROVAL:

The cardholder has been authorized by me to use the Purchasing Card that has been issued.

Approving Official's Signature

Date

NANCY E. CRAWFORD

Print Name

FINANCE

Administration

Department

Division

Purchasing Card Request

- New Card Request
- Change to existing Card
- Cancel Card
 Reason: Terminated Card no longer required
 Other _____
 Last eight digits of the pCard _____

Employee Name (Last, First, MI)	
Department/Division	
Employee Position	
Phone Number	
Justification for pCard	
Credit Limit	

Requested by:

 Print Name (Department Head/Designee) Signature Date

Request approved by:

NANCY CRAWFORD
 Administrator's Name (Director of Finance) Signature Date