

U N I V E R S I T Y O F H A W A I I ' I

Office of Procurement and Real Property Management

September 22, 2004

OPRPM CIRCULAR NO. 05-001

TO: Fiscal Officers

FROM: *for* Duff Zwald *Duff Zwald*
Director

SUBJECT: State Procurement Office (SPO) Price List for Multiple Part (Snapout)
Standard Forms

The State Procurement Office (SPO) has issued a new price list for Multiple Part (Snapout) Standard Forms (SPO Price List No. 05-07) and the University of Hawaii is a participant.

University departments shall submit their purchase orders to the vendor, Pacific Business Forms, by October 15, 2004 for delivery on or before Monday, December 27, 2004. Departments are responsible for the issuance of purchase orders to ensure a timely delivery. To minimize purchase order processing and delivery costs, departments should consolidate on each purchase order as many items for the price list as possible. The vendor is not obligated to accept any order received after the expiration date.

The subject price list may be found on the Internet at the following address:

<http://www2.hawaii.gov/spo/pricefiles/05%2D07%2Epdf>