

June 29, 2005

OPRPM CIRCULAR NO. 05-010

TO: Fiscal Officers

FROM: Duff Zwald
 Director



SUBJECT: Annual Hard Copy Purchase Order Accounting for Fiscal Year 2004-2005

Each fiscal officer with purchasing authority shall submit to the Office of Procurement and Real Property Management (OPRPM) no later than **July 15, 2005** all unused Fiscal Year 2004-2005 hard copy purchase orders accompanied by a purchase order summary report accounting for the utilization of each hard copy purchase order in her/his respective series. The Purchase Order Log (OPRPM Form 100) which should be used for the report may be found in Administrative Procedure A8.220, Procurement, at Attachment 220.1

(<http://www.hawaii.edu/svpa/apm/interim/a8200/Forms/Form100.pdf>).

THE FOLLOWING DATA MUST BE INCLUDED IN THE SUMMARY:

1. Each hard copy P.O. issued to a vendor or canceled after being issued. Consecutive numbers may be grouped for ease in reporting if first and last numbers are specified.
2. Each hard copy P.O. voided.
3. Hard copy P.O.'s on hand (unused and un-issued) in series form. The Vendor's and OPRPM's copies of these P.O.'s must be returned to OPRPM.
4. Each hard copy P.O. missing from the P.O. series. These include P.O.'s which were destroyed in error, misplaced, etc. A brief but exact explanation, on a separate sheet, must be made for each P.O. that is missing. Attach a memorandum to explain what steps will be taken to eliminate/minimize missing P.O.'s in the future.
5. The correct total of all columns: These must equal the total number of hard copy purchase orders assigned to the fiscal officers.
6. Certification by each fiscal officer as to the accuracy of the report.

If you have any questions, please contact Gwen Won at gwon@hawaii.edu or 956-8687.