

U N I V E R S I T Y O F H A W A I I

Office of Procurement and Real Property Management

April 10, 2006

OPRPM CIRCULAR NO. 06-012

TO: Fiscal Officers

FROM: Gwen Won *Gwen Won*
Associate Director

SUBJECT: SPO Price List No. 06-20 (Oahu), Year 2007 Calendars, Refills, Stands and Appointment Books

This is to advise that the State Procurement Office (SPO) has issued a new price list, SPO PL No. 06-20 (Oahu), Year 2007 Calendars, Refills, Stands and Appointment Books, and the University is a participant.

Orders shall be placed with: Hawaii Stationery Co., Ltd.

Purchase Orders: 99-1418 Koaha Place Payments: P.O. Box 1301
Aiea, Hawaii 96701-1301 Aiea, Hawaii 96701-1301

Telephone #: (808) 486-3200 Fax #: (808) 486-3111

Contact: Lisa Castillo (808) 486-3200 x204 or
Nadine Nakamura (808) 486-3200 x203

e-mail: sales@hawaiistationery.com

With the exception of Franklin Covey Planners (Item Nos. 19b and 20b), orders must be placed by **September 1, 2006** and should be completed by November 30, 2006 or earlier, but no later than December 15, 2006.

For Franklin Covey Planners (Item Nos. 19b and 20b), please review the instructions for these items for ordering and delivery deadlines.

Purchase orders issued against this price list must cite "SPO PL No. 06-20".

It is the responsibility of each department to ensure timely issuance of orders. The vendors are not obligated to accept any orders received after the price list order date. To minimize order processing and delivery costs, departments should consolidate on each order as many items from the price list as possible.

The subject price list together with illustrations may be found at:
<http://www4.hawaii.gov/priceapps/>, enter either list title "Calendars, Refills, Stands and Appointment Books" or List No. "06-20".