



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

13 AUG 27 P1:21

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Land and Natural Resources,
Name of Requesting Department

Pursuant to HRS § 103D-307 and Subchapter 10, HAR Chapter 3-122, the Department requests approval for the following:

Form with 7 numbered sections: 1. Date or period of Emergency: 20-Feb-13; 2. After-the-Fact: Yes; 3. Describe in detail the emergency situation...; 4. Vendor/Contractor Name: Tree Works, Inc. Mike Kraus; 5. Amount of Request: \$ 1,500.00; 6. Describe in detail the emergency goods, services, or construction...; 7. State the reason(s) the vendor/contractor was selected...

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; and 2) completed mandatory training.
 (Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Gordon Heit	Land Division HDLO	808-961-9590	gordon.c.heit@hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided is to the best of my knowledge, true and correct.

[Signature]

Department Head Signature

[Signature]

Date

For Chief Procurement Officer Use Only

9. Chief Procurement Officer (CPO) Comments:

Award is required to be posted on the Awards Reporting System and a copy of the awards posting is required to be documented in the procurement/contract file.

If there are any questions, please contact Stanton Mato at 586-0566, or stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required

[Signature]

Chief Procurement Officer Signature

8/29/2013

Date