



A description of the agency's internal controls and approval requirements for the exempted procurement:

The monthly price lists will be kept on file for one year. Purchase orders are generated by the DSD and then processed and approved by the Business Office and Administration at HSH. Purchase orders are then sent to ASO and DAGS.

A list of agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Nena Harrington, R.D.	Dietitian V
Robin Call	IFSM III
Joseph Buxton	Cook IV
Anthony Fraiola	Accountant III
Elnora Guieb	Business Manager
William Elliott	Associate Administrator

Direct questions to:

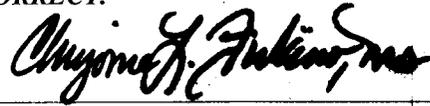
Nena Harrington, R.D. [nlharring@hsh.health.state.hi.us](mailto:nlharring@hsh.health.state.hi.us)

Phone Number:

236-8284

This exemption should be considered for list of exemptions attached to Chapter 3-120, HAR: Yes  No

**I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.**



JUN - 7 2004

Department Head or Designee

Date

Title (If other than Department Head)

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

APPROVED

DISAPPROVED

  
Chief Procurement Officer

6/17/04

Date

cc: Administrator,  
State Procurement Office

