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The PCard may be used for purchasing the following items/services only with advance authorization:

- Meals and Refreshments (non travel-related only) - obtain authorization from FA
- Rental of Vehicles (non travel-related only) - obtain authorization from FA
- Business Cards - obtain approval from VP, Chancellor, Dean, Director or Provost
- Telecommunications Equipment and Services - obtain authorization from UH Campus Telecommunications Coordinator or DAGS
- Travel Related Expenses

Office of Procurement and Real Property Management . 1400 Lower Campus Road, Bldg 171E . Honolulu, Hawaii 96822

Phone 808-956-8687 . Fax 808-956-2093

Office Hours: 7:45 am - 4:30 pm

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