

# UNIVERSITY OF HAWAII AT MĀNOA

School of Nursing and Dental Hygiene  
Administrative Services Office

January 21, 2005

Dear Prospective School of Nursing & Dental Hygiene Vendor:

Due to the recent issuance of State Procurement Office Directive No. 2004-02, effective January 1, 2005, the University of Hawaii is required to obtain from each vendor to be purchased from copies of: (1) a Tax Clearance Certificate issued by the Hawaii Department of Taxation, (2) a Certificate of Compliance issued by the Hawaii Department of Labor and Industrial Relations, and (3) a Certificate of Good Standing issued by the Hawaii Department of Commerce and Consumer Affairs. Forms for these certificates may be obtained at the following websites:

Taxation: <http://www.state.hi.us/tax/2004/a6.pdf>  
<http://www.state.hi.us/tax/2004/a6ins.pdf>

Labor and Industrial Relations: [http://dlir.state.hi.us/forms/LIR27\\_11-29-04.pdf](http://dlir.state.hi.us/forms/LIR27_11-29-04.pdf)  
(Form 27/Instructions)

Commerce and Consumer Affairs: <http://www.businessregistrations.com/>  
(Certificate of Good Standing)

These certificates are valid for six (6) month periods.

As a prospective vendor, due to this new directive, I will need to ask that copies of the above certificates be sent to the School of Nursing & Dental Hygiene before we can purchase from your company. If we do not receive copies of these certificates, we will not be able to purchase from or make payments to your company. Copies of the certificates may be sent to us via fax to (808) 956-3257 or to the below mailing address:

School of Nursing & Dental Hygiene  
Fiscal Office  
2528 McCarthy Mall, Webster 426  
Honolulu, HI 96822

I apologize for any inconvenience this might have caused, but if there are any questions regarding this directive please contact the State Procurement Office at (808) 587-4700. Thank you for your assistance in this matter.

Sincerely,



Diane Shimizu  
Administrative Officer  
UH School of Nursing & Dental Hygiene

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