



ACQUISITION PROCESS

Artists must complete and submit the **Non-Exclusive License to Use Work of Art**, the **Visual Artist Profile** and **Artist Explanatory Statement** forms before their artwork is presented to the SFCA Board of Commissions for approval. The general public is invited to attend the bi-monthly meetings. The Curator will notify the artist of the board's decision. NOTE: SFCA must receive the work in good condition. Damaged artwork will be returned to the artist or selling agency; SFCA will only pay shipping costs.

PURCHASE APPROVED BY THE BOARD:

The artist or selling agency must submit an invoice to complete the purchase. Invoices are processed on the next business day following the SFCA Board meeting. Selling agencies must submit one invoice that consolidates the payment of all artworks.

Invoices must meet the following requirements:

- Must be original (no copies or faxes). Selling agencies provide their letterhead. Individual artists without a letterhead must sign the invoice. Only original signatures accepted.
- Include the date, payee's name, and remittance address.
- Include the following information about each artwork:
 - Title
 - Artist's full name
 - Medium
 - Price
 - Indicate "TOTAL DUE".

Please mail invoice to: ATTN: APP Curator
State Foundation on Culture and the Arts
250 South Hotel St, 2nd floor
Honolulu HI 96813

PAYMENT: Allow 4 to 6 weeks from the date that the invoice is initially processed. Payment may take longer if processed near the end of a fiscal quarter or year. We appreciate your patience and understanding.

PURCHASE DISAPPROVED BY THE BOARD: Artwork will be returned to artist.