

## **THE ONLINE SMALL PURCHASE TRAINING**

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Due to situations outside the control of the Division of Purchasing, the Online Small Purchase Training has been shut off. Until such time that a new system can be implemented, individuals that need to take the Online Small Purchase Training should send an email to:

Tara Eutsler (teutsler@utah.gov)

In the header or body of the email state the request for the "small purchase training documents." Usually in less than 24 hours, Tara will send you instructions, the training material, and an answer sheet.

Contained in the instructions document that Tara sends, you will find information about taking the test and submitting P-Card application to Matt Jenkins.