



division of  
**Purchasing and  
General Services**

## Online Small Purchase Training

Employees working within Utah's Executive Branch of government, who are tasked with making any purchases on behalf of the state, are required to take small purchase training and successfully pass an associated quiz. This ensures they understand how to legally make purchases for the state.

Employees from the Utah Department of Transportation and Utah State Board of Education will take their small purchase training from their respective departments. For all other executive branch employees, please access the Small Purchase Training at [this location](#). You should allow 1 hour to take the training.

After completing the training, executive branch employees are required to answer 10 knowledge questions and 10 application questions. The purpose of these questions is to ensure the ability to apply the knowledge gained. The questions are not an attempt to trick you; the aim is to help you avoid audit findings resulting from a lack of understanding.

The link for the questions is provided in the last lesson of the training. You may review the video or your notes to answer the questions. You may not ask a co-worker for assistance.

When you have answered all the questions, click "Submit." You must click "Review for Accuracy" to determine if you have passed. A passing score is 17 out of 20 questions which is a score of 85%.

Upon successfully completion, you may request a certificate of completion from Tara Eutsler (teutsler@utah.gov). Tara Eutsler will verify score and send you the certificate. If any other individual on your team requires a copy of the certificate, please include them in the email request to Tara, and she will "reply all."

If you do not send an email to teutsler@utah.gov requesting a certificate, no certificate will be sent.

Thank you for your participation, and we wish you the best of luck in the training!