



division of
**Purchasing and
General Services**

Online Small Purchase Training

The Online Small Purchase Training is required for any executive branch employee who is responsible for state procurements (purchases) of any kind and through any means (63G-6a-506). While some individuals are required to take the training, anyone with the link can take the training to better understand small purchasing. The Small Purchase Training is currently being hosted at [this location](#). Depending on internet speed, it may take 20-30 seconds for the training to load.

It is recommended that you take the all self-test questions seriously as they will help you prepare for the Small Purchase quiz. The twenty-question quiz has a few knowledge questions, but it is mostly application questions which apply the small purchase thresholds to purchasing scenarios.

The link to the quiz is located at the end of the training (see screen shot). The quiz is currently hosted through Google Forms. Those seeking p-cards or are procuring for the State of Utah are required to take and pass the quiz in order to receive the Small Purchase Training Certificate. Others have the option of taking the quiz

When you have completed the quiz, click "Review for Accuracy" to determine if you passed. If your score is 17/20 or higher, you pass. The questions are not intended to be tricks; instead, they are intended to make sure you understand how to apply the knowledge during a small purchase. We want you to avoid audit findings due to a lack of understanding!

When you successfully complete the quiz, email teutsler@utah.gov to request a certificate of completion. Tara Eutsler will verify successful completion and send the certificate. If another individual in on your team requires a copy of the certificate, include the individual on the email request to Tara. She will "reply all."

If email is not sent to teutsler@utah.gov requesting a certificate, you will not receive one. It will be assumed that you took the quiz for self-testing and do not require a certificate.

Thank you and good luck.

