

Online Small Purchase Training

Introduction and Statutory Requirement

Utah statute 63G-6a-506(10) requires that any executive branch procurement unit making a small purchase must have the person responsible for those procurements complete training on this section and its rules, certified by the chief procurement officer. This ensures you understand how to legally make purchases for the state and helps you avoid audit findings resulting from a lack of understanding.

Because the statute mandates a comprehensive understanding of the entire section, this training covers all standard small purchases and quoting requirements, rather than being limited to specific topics like travel or purchases under \$500.

Who Must Complete This Training?

Required: 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 this training and successfully pass the associated assessment.

Exemptions: This training is not for employees from the Utah Department of Transportation (UDOT) or the Utah State Board of Education (USBE). Those employees must take their small purchase training from their respective departments.

About the Training Videos

The training is video based. It is recommended that you allow one hour in a private location for watching. Taking notes is highly encouraged as you can use them when taking the assessment.

1. **Review the “[Small Purchase Definitions and Thresholds](#)” video (14 minutes)**
2. **Watch the “[Small Purchase: Applying the Small Purchase Thresholds](#)” video (9 minutes).** This video offers a new perspective on the application of these thresholds, which I believe will be beneficial to your understanding.
3. **Download and refer to the “[Guided Questions: Small Purchase Thresholds Handout](#).”** This document directly correlates with the content presented in the "Applying the Small Purchase Threshold" video.
4. **Watch the “[Small Purchase: Practice to Build Understanding](#)” video (13 minutes).** This video allows you to practice questions like those you will be asked in order to further solidify your comprehension.
5. **Return to “[Small Purchase Training video](#)” and **begin at the 41:40-time marker and watch until the end.****

About the Assessment

After watching the video, you must take a 20-question, open-book assessment. Ten questions will test your knowledge, and the other ten will require you to apply small purchase thresholds to "real" situations. The purpose of these questions is to ensure the ability to apply the knowledge gained.

- **Important Note on Difficulty:** While the questions are not an attempt to trick you, they are not easy. Do not skip the training videos and go straight to the assessment. The likely result will be a failing score.
- **Open-Book Policy:** In real life, we can consult charts, calculators, notes, and policy to decide what is correct. For this assessment, you are allowed to pull out a calculator, open the "[Guided Questions: Small Purchase Thresholds Handout](#)," or consult the notes you took while watching the training. However, "open book" does not mean asking someone else to take the training for you or asking someone to provide you with answers to the questions.
- [Small Purchase Training Assessment](#)

Scoring and Next Steps

1. **Checking Your Score:** When you have answered all the questions, click "Submit". On the new screen, click "Review for Accuracy" to determine if you have passed. A passing score is 17 out of 20 questions, which is 85%.
2. **Requesting a Certificate:** Upon successful completion, you may request a certificate of completion from Tara Eutsler at teutsler@utah.gov. Tara will verify the score and send you the certificate.
3. **Team Copies:** 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".
4. **Action Required:** 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!