



<b>Quick Facts</b>
<b>LENGTH</b> Self Paced
<b>CONTACT HOURS</b> 2.5
<b>START TIME</b> Self Paced
<b>END TIME</b> Self Paced

## Introduction to Purchasing Card Principles

### **Course Description:**

The purpose of the Introduction to Purchasing Card Principles is to provide you with the necessary information to understand the purpose of the Purchasing Card, its benefits, and the instances when you can and cannot use the Purchasing Card.

### **Audience:**

- Purchasing Card holders
- Purchasing Card Administrators

### **Objectives:**

At the completion of this training course, you will be able to do the following:

- Define the purpose of a Purchasing Card (P-card)
- List the benefits of using a P-Card
- List the instances when you use a P-Card
- List restrictions of using the P-Card
- List your responsibilities regarding the P-Card
- List the steps to follow when the products ordered is defective or incorrect
- List the people involved in the Purchasing Card approval process
- List Purchasing Card resources available

### **Prerequisites:**

- Introduction to State Purchasing – Part A
- Introduction to State Purchasing – Part B

To register for this course, click this link: [Learning Management System \(LMS\)](#)