**WA State Small Purchases**

## (Total Time: 1 hour)

This eLearning course is designed for people who make small purchases. This is a new training driven by Procurement Reform, and is required for all employees who make routine, small purchases and those who use agency purchasing cards.

## In order to receive credit for this course, you will need to score 80% or higher on the module assessment. The assessment will begin at the end of this course.

## We strongly recommend you bookmark the handbook for the course.

### Upon completion of this course participants will be able to:

* Explain the three steps to every purchase.
* Use the WA State Environmental Calculator to successfully look up laws that pertain to their purchases.
* Use the Statewide contract search to locate contracts to fit their needs.
* Identify two locations to search for vendors that meet Supplier Diversity requirements.

### Competencies covered in this course:

Responsible purchase decisions, development and continual learning.

### Cost:

None