

## Quick Facts

**LENGTH**  
½ day

**CONTACT  
HOURS**  
2.5

**START TIME**  
9:00 AM

**END TIME**  
11:30 AM

## Introduction to Purchasing Card Principles

### Course Description:

The purpose of this online training session is to provide the P-Card user with the necessary information to understand the purpose of the Purchasing Card, its benefits, and the regulations that apply on the use of 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 \(LMS\)](#)