Required Percipio Courses for Procurement by Role

The online classes may be taken at any time and are available from the WSU Online Courses area of the HRS Learning and Organizational Development website.

Purchasing Card Holder:
- Procurement Card: New Cardholders
- Washington State Small Purchases
- Washington State Purchasing and Procurement Ethics

Creating Department Orders
- Washington State Purchasing and Procurement Ethics

Delegated Contract Authority with Procurement
- Procurement Card: New Cardholders
- Washington State Purchasing and Procurement Ethics
- Washington State Contract Management 101 Parts 1-4
- Washington State Purchasing and Procurement 101 Parts 1-4

Delegated Contract Authority without Procurement
- Washington State Purchasing and Procurement Ethics
- Washington State Contract Management 101 Parts 1-4

Procurement and Supply Specialist
- Procurement Card: New Cardholders
- Washington State Purchasing and Procurement Ethics
- Washington State Small Purchases
- Washington State Contract Management 101 Parts 1-4
- Washington State Purchasing and Procurement 101 Parts 1-4

Area Finance Officers
- Procurement Card: New Cardholders
- Washington State Purchasing and Procurement Ethics
- Washington State Contract Management 101 Parts 1-4

Expenditure Authority
- Washington State Purchasing and Procurement Ethics
- Washington State Executive Management Purchasing and Procurement

Contract Manager with or without Expenditure Authority
- Washington State Purchasing and Procurement Ethics
- Washington State Contract Management 101 Parts 1-4

Director, Dean, Associate Dean

- [Washington State Purchasing and Procurement Ethics](#)
- [Washington State Executive Management Purchasing and Procurement](#)

AVPs and Higher with Contract Delegation Authority

- [Washington State Purchasing and Procurement Ethics](#)
- [Washington State Executive Management Purchasing and Procurement](#)