

Beginning July 1, 2019, Procurement Services will be offering a new training Webcourse, PURUPA: Unauthorized Procurement Actions, on understanding and preventing unauthorized procurement actions (UPAs). Employees who wish to obtain purchase requisition create (PRC) or purchase requisition approve (PRA) access will be required to pass this course before access is requested. Employees who already have PRC and PRA access will need to take the course by **November 1, 2019** or their requisition access will be removed.

To enroll in the course, navigate to **myUCF > Employee Self Service > Learning and Development > Request Training Enrollment** and search by course number "PURUPA."

Employees who commit UPAs will be enrolled in a separate course, UPAVIO, by Procurement Services. Violators will be required to pass this course with a score of 80% or higher. Please do not self-enroll in this course—Procurement Services will automatically enroll you. Employees who did not commit a UPA but wish to take a UPA training course should enroll in the PURUPA course instead.

Please contact Procurement Services at 3-2661 or [procurement@ucf.edu](mailto:procurement@ucf.edu) with any questions.



**Procurement  
Services**