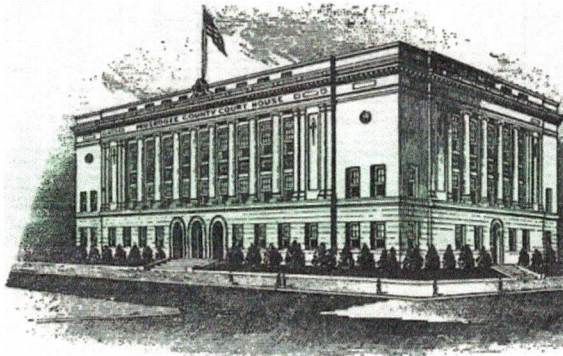


**KEN DOKE**  
MUSKOGEE CO. DISTRICT 1

**KEITH HYSLOP**  
MUSKOGEE CO. DISTRICT 2

**KENNY PAYNE**  
MUSKOGEE CO. DISTRICT 3



**POLLY IRVING**  
COUNTY CLERK



**SHEILA SHAMBLIN**  
BOCC Assistant

**MUSKOGEE BOARD OF COUNTY COMMISSIONERS**

P.O. BOX 2307 MUSKOGEE, OK 74402-2307 PHONE (918)682-9601 \* FAX (918) 684-1697  
Email: [bocc@readymuskogee.org](mailto:bocc@readymuskogee.org) - Website: [www.muskogeecountygov.com](http://www.muskogeecountygov.com)

July 5, 2022

State P-Card Administrator  
Office of Management and Enterprise Services

Re: State Purchase Card program

Muskogee County is interested in participating in the P-Card program.

The County Clerk is: Polly Irving [Polly.clerk@gmail.com](mailto:Polly.clerk@gmail.com) 918-682-2169

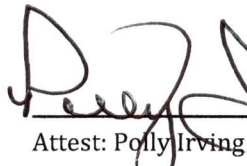
The designated purchasing agent is: Polly Irving

Please Contact our office with any questions

  
Kenny Payne – Chairman

  
Ken Doke – Member

  
Keith Hyslop – Member

  
Attest: Polly Irving





Polly Irving <polly.clerk@gmail.com>

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## FW: County Purchase Card Training

1 message

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**Hisey, Darla** <darla.hisey@okstate.edu>  
To: "polly.clerk@gmail.com" <polly.clerk@gmail.com>  
Cc: ctp <ctp@okstate.edu>

Fri, Jun 24, 2022 at 11:02 AM

Hi Polly,

The County Training Program formerly taught the purchase card training in-person at the CODA Conference for county employees to receive their required training. But we now have an online, stand-alone County Purchase Card Training Course. The counties use this online course to take their required initial p-card training before they receive their purchase cards and also for the two-year training requirement. We have not taught an in-person class since we started offering this online course. The cost for the online class is \$30 per person and each person can take the course at their computer at their own pace. Here is the link to enroll in the course: <https://ctp-aceweb.okstate.edu/wconnect/ace/CourseStatus.awp?&course=21PCARDSFY21>

Here is some information about the course:

The County Training Program is announcing our second, stand-alone, online class. The 3 hour class is "County Purchase Card Procedures." It is required as initial training for any county employee designated by the Board of County Commissioners to use a county purchase card. Also, it meets the two-year training requirement for county purchase cardholders.

To access the class go to <https://learn.extension.okstate.edu/>. Click on "County Purchase Card Procedures." Next click on Enroll. A full name and unique email address must be provided by each individual taking the class. Also, be sure to enter the promo code CP2022. You will be billed/invoiced for the \$30 class fee at a later date.

The class seems to work best with the Google Chrome browser but will likely work with Mozilla Firefox or Microsoft Edge. Be sure you are using an updated browser.

The class contains six modules. There are several interactive activities throughout the class and a quiz at the end of each module. Don't worry about the quizzes. You can take them as many times as needed in order to get the 80% score necessary to continue to the next module. You can work at our own pace, any time of day, logging in and out as needed. (be sure to save your login information) You have up to 60 days to complete the six modules. To complete all six modules will take a total of about 3 hours. At the end of the course, you can download all of the class material from the online course.

Is your county on the state purchase card program? Or just thinking about it?

Let me know if I can provide any additional information or answer any other questions.