

PURCHASING CARD KNOWLEDGE QUIZ

NAME _____
(Please Print)

DEPT _____ CAMPUS _____

TEST YOUR KNOWLEDGE (Required)

- ___1. What purchases must be made with a Purchasing Card?
a. Office supplies
b. Single purchases under \$ 5,000 unless prohibited
c. Awards and prizes
d. Controlled assets between \$500 and \$4,999.99
- ___2. True or False – Payment for registration or membership dues requires the enrollment form / invoice detailing the charge as backup documentation.
- ___3. Spot checks which are a request for a brief description of a transaction are communicated to a cardholder and
a. Can be ignored because I am too busy
b. Are a waste of time
c. Should be responded to in a timely manner.
- ___4. True or False - Food and Entertainment transactions must be documented via the Food & Entertainment Substantiation form. It must be kept as supporting documentation along with the cash receipt/invoice.
- ___5. Which of the following items are prohibited on the Purchasing Card?
a. Controlled Assets
b. Uniforms, includes lab coats
c. Gifts, donations, contributions, sponsorships
d. Hotel reservations
e. Memberships on State Accounts
f. All of the above
- ___6. True or False - Signatures of the cardholder and account manager (and/or supervisor or department administrator) on each expense report are testifying that the purchase was a valid business expense and that the cost was reasonable.
- ___7. Is the Health Sciences Center exempt from State of Texas sales tax?
a. Yes
b. No
- ___8. True or False - If a vendor mistakenly adds sales tax to a purchase, I can request that they correct the invoice by crediting the sales tax back to the card.
- ___9. True or False - Re-allocation to another Banner FOP rather than the default Banner FOP and changing account codes for a current month's statement are processed through Citi. This can be done as soon as 2-3 days after the purchase was made and up to the allocation deadline 7 days after the close of the cycle.
- ___10. Cardholder training is mandatory for which of the following;
a. Cardholder
b. Approvers
c. Employee maintaining records for cardholders
d. Employee using a departmental card
e. All of the above
- ___11. True or False – When ordering on the Internet, a print screen of the order request before submission is necessary supporting documentation because the confirmation may not have detailed price information.
- ___12. True or False - The use of the Missing Receipts Form should be the exception and not the rule. The cardholder and/or a user of a card are all responsible for making sure the invoice or cash receipt is kept and filed in the transaction binder.

- ___ 13. Which of the following expenses is not prohibited on state accounts?
- | | |
|-------------------------|------------------------|
| a. Flowers | b. Promotional Items |
| c. Food & entertainment | d. Membership dues |
| e. Registration fees | f. Alcoholic Beverages |
- ___ 14. True or False - It is necessary to notify Citibank immediately of a loss, theft, or unauthorized use of a Purchasing Card. The Purchasing Card Coordinator and Account Manager must be also notified.
- ___ 15. True or False – Reviews are performed on a monthly basis. Documentation should be retained in a transaction binder in the following orderly fashion: expense report, transaction log (if used), then receipts as they appear of the expense report.
- ___ 16. True or False - Abuse of the card, such as splitting orders to avoid purchasing rules, inadequate record keeping (i.e., missing receipts) or unauthorized purchases can result in disciplinary action up to and including termination.
- ___ 17. True or False - A department that applies for cards in the name of the account manager is not responsible for the proper use of the card. No control procedures are necessary for anyone who is using the cards. The ultimate responsibility for this card does not remain with the account manager.
- ___ 18. True or False - After records are sent to Laserfiche for scanning, the documentation will be sent back to the cardholder.
- ___ 19. When disputing a transaction the first step is to attempt to resolve it with the vendor. If the item cannot be resolved directly with the supplier, cardholders should contact Citi Customer Service at 800-248-4553. This must take place
- | | |
|---|--|
| a. No time limit | b. Within 1 week from the transaction date |
| c. Within 60 days from the transaction date | d. Within 60 days from the expense report date |

___ I have viewed the Purchasing Card Training presentation, answered the above questions and have read

HSC OP 72.16	Official Functions, Business Meetings, and Entertainment
HSC OP 72.15	Purchasing Card Program
HSC OP 72.03	Direct Pay Expenditures
HSC OP 72.01	Purchasing Supplies, Equipment and Services

___ I understand TTUHSC purchasing card policies and procedures and accept my responsibilities as a cardholder, final approver, user of a departmental card and/or an employee who maintains records for a cardholder.

Signature _____ Date _____
 (Required)

Please submit completed Quiz to Payment Services, Lubbock Campus, MAIL STOP 6283.

For additional information contact Celeste Ramirez at pcard@ttuhsc.edu or (806) 743-3565.