



NAME _____
(Please Print)

DEPT _____

CAMPUS _____

Test Your Knowledge (Required)

- _____ 1. The PCard may be used to purchase:
 - a. Gifts, awards and prizes
 - b. Single purchases under \$5,000 unless prohibited
 - c. Office Supplies
 - d. Controlled assets between \$500 and \$4,999.99

- _____ 2. Alcoholic beverages may only be served on campus at appropriated events with approval of the President.
 - a. True
 - b. False

- _____ 3. Flowers are not allowed for:
 - a. Death of a TTUHSC immediate family member
 - b. TTUHSC employee gift
 - c. Official TTUHSC functions

- _____ 4. Cardholder or Delegate should generate expense reports in Chrome River:
 - a. When / if they have time
 - b. Monthly
 - c. Weekly

- _____ 5. Which of the following is prohibited to purchase on the PCard?
 - a. Professional license fees
 - b. Advertising
 - c. Medical services
 - d. Malpractice insurance
 - e. Books
 - f. Membership dues

- _____ 6. Expense reports must be approved by the cardholder **and** a Fund Manager or Supervisor.
 - a. True
 - b. False

- _____ 7. TTUHSC is exempt from State of Texas sales tax. If a vendor mistakenly adds sales tax to a purchase, I can request the vendor credit the sales tax back to the card.
 - a. True
 - b. False

PCard Training Questionnaire

- _____ 8. An official TTUHSC event totaling \$501.00 does not require a Vendor Hold Search.
- True
 - False
- _____ 9. Past due invoices should be processed on the PCard.
- True
 - False
- _____ 10. Cardholder training is mandatory for which of the following:
- Cardholder
 - Approver
 - Employee maintaining records for cardholders
 - Employee using a departmental card
 - All of the above
- _____ 11. When ordering on the Internet, a print screen of the order request before submission is necessary supporting documentation because the confirmation may not have the detailed price information.
- True
 - False
- _____ 12. The use of the Missing Receipts Form should be the exception and not the rule. Three attempts to get a copy of a receipt from the vendor should be documented before using the Missing Receipts Form.
- True
 - False
- _____ 13. Which of the following expenses is **NOT** prohibited on state accounts?
- Flowers
 - Promotional Items
 - Food and entertainment
 - Membership dues
 - Registration fees
 - Alcoholic Beverages
- _____ 14. It is necessary to notify Citibank immediately of a loss, theft, or unauthorized use of a Purchasing Card. The PCard Coordinator and Account Manager must also be notified.
- True
 - False
- _____ 15. Reviews are performed by PCard Admin on a weekly basis. Upon completion of the review, the expense report and its supporting documentation will be held in Chrome River.
- True
 - False
- _____ 16. 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.
- True
 - False

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- _____ 17. An employee, who applies for a PCard in their name, is responsible for the proper use of the card. Control procedures must be in place if the card is going to be used by other employees within the department. The ultimate responsibility for this card remains with the cardholder, regardless of who the purchaser is.
 - a. True
 - b. False

- _____ 18. After an expense report has been submitted in Chrome River, all original documentation must be retained by the cardholder or Fund Manager for the current fiscal year **plus** 3 previous fiscal years.
 - a. True
 - b. False

- _____ 19. When submitting a report, a description of the purchase as a legitimate state business expense is optional.
 - a. True
 - b. False

- _____ 20. 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 action 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](#) Officials Functions, Business Meetings, & 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: _____
(Required)

Date: _____

PCard Training Questionnaire

For additional information, contact Purchasing Card within Payment Services at PCard@ttuhsc.edu.

**Please submit completed Training
Questionnaire for Purchasing Card
to: Payment Services
Lubbock
Campus MAIL
STOP 6283**