



NAME _____
(Please Print)

DEPT _____

CAMPUS _____

Test Your Knowledge (Required)

- ___ 1. The PCard may be used to purchase:
- 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. Payment for registration or membership dues requires the enrollment form/ invoice detailing the charge as backup documentation.
- a. True
 - b. False
- ___ 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. Food and Entertainment transactions must be documented via the Food and Entertainment Substantiation Form. It must be kept as supporting documentation along with the cash receipt/invoice.
- a. True
 - b. False
- ___ 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. 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.
- a. True
 - b. False
- ___ 7. Is TTUHSC exempt from State of Texas sales tax?
- a. Yes
 - b. No
- ___ 8. If a vendor mistakenly adds sales tax to a purchase, I can request they correct the invoice by crediting the sales tax back to the card.
- 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. c. Within 60 days from the transaction date.
 b. Within 1 week 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.

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

Signature _____ Date _____
(Required)

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