

FT SILL-DOC "GOVERNMENT PURCHASE CARD" TRAINING TEST

NAME/RANK: _____ DATE: _____

ORG/UNIT NAME & ADDRESS: _____

PHONE/FAX/E-MAIL: _____

CIRCLE CORRECT ANSWER(S) & FAX ENDORSED TEST TO: DOC APC @ 580-442-8014

1. Who distributes C.A.R.E. access code – User ID/Password to Billing Official and Resource Manager?
 - a. Defense Finance and Accounting Service (DFAS)
 - b. Directorate of Contracting (DOC) Agency Program Coordinator (APC)
 - c. US Bank
 - d. Organization Resource Manager

2. Cardholder must obtain and maintain a written authorization or clearance or "waiver" prior to placing an order for a similar item through an outside source, from?
 - a. Javits-Wagner-O'Day (JWOD) Program
 - b. Federal Prison Industries (FPI)/UNICOR
 - c. General Services Administration (GSA)
 - d. Defense Logistics Agency (DLA)

3. Who is required to review, be apprised of, and maintain Purchase Card guidance provided by DOC?
 - a. Resource Manager
 - b. Cardholder
 - c. Billing Official
 - d. All of the above

4. "*Absolute prohibitions*" of the Government Purchase Card GSA Contract are:
 - a. Furniture, cellular phones and ADP equipment
 - b. Airline tickets, rental vehicles, telecommunications equipment
 - c. Cash advance, long term rental or lease of land or buildings, Travel/travel related expenses
 - d. Printing services, cash advance, ADP equipment

5. Which elements are requirements of the Federal Acquisition Regulation (FAR) applicable to Government Purchase Card purchases?
 - a. Alternate sources
 - b. Determine price reasonableness
 - c. Document all GPC transactions in C.A.R.E. Transaction Log
 - d. Government Sources and Priority of Use
 - e. All of the above

6. Which "item description" is sufficient in detail to verify, audit, and perform oversight of the Cardholder's C.A.R.E. Transaction Log, as required?
 - a. Office supplies
 - b. One box copy paper
 - c. Hardware
 - d. Repair parts

Directorate of Contracting
Fort Sill, OK

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7. Who Certifies the C.A.R.E. Billing Statement (Official Invoice) for payment each month?
- APC
 - Billing Official
 - Resource Manager
 - Cardholder
8. Who has the *primary* responsibility for proper card use?
- APC
 - Billing Official
 - Cardholder
 - Resource Manager
9. Government Purchase Card is authorized for:
- Personal emergency or gift
 - Official US Government (Mission) Purchase
 - Organization morale support activity/event
 - All of the above
10. The Cardholder is required to reconcile each transaction posted by the merchant and approve Statement of Account by "electronic method" = C.A.R.E. NLT:
- 15 calendar days from cycle close
 - 5 business days from cycle close
 - 3 business days from cycle close
 - 10 calendar days from cycle close
11. Cardholder shall not substitute a commercial item for a _____ product *at ANY dollar amount*.
- General Services Administration (GSA)
 - Defense Logistics Agency (DLA)
 - Javits-Wagner-O'Day (JWOD) Program
 - GSA Customer Supply Center (CSC)
12. GPC transactions are *exempt* from the Federal Acquisition Regulation (FAR) requirements.
- TRUE
 - FALSE
13. If resolution of a "Questionable Transaction" is not achieved by Cardholder's contact/coordination with Merchant; CARDHOLDER must contact _____ *prior to taking action to initiate/submit C.A.R.E. Dispute Form/Cardholder Statement of Questioned Item (CSQI)*:
- US Bank Customer Service
 - Directorate of Contracting (DOC) Agency Program Coordinator (APC)
 - Organization Resource Manager
 - Billing Official

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14. The Cardholder is authorized to divide a large purchase into smaller increments in order to remain below the Single Purchase Limit and get the purchase completed if circumstances warrant.
- True
 - False
15. Cardholder is responsible for documenting GPC transactions in the "C.A.R.E. Transaction Log":
- Upon receipt of product/service
 - At the time order is placed
 - At close of billing cycle
 - NLT 15th of each month
16. Government Purchase Card is mandated as the method of purchase/payment of:
- Printing services
 - ADP/Communication Equipment and Services
 - Commercial Training up to \$25,000
 - A & C
17. Before reaching a decision to use commercial sources, the Cardholder must determine availability from mandatory priority Government Sources to include: (circle all that apply)
- GSA Customer Supply Center (CSC) & Advantage
 - Javits-Wagner-O'day (JWOD) Program Providers
 - Staples
 - Federal Prison Industries (FPI)/UNICOR
 - DoD E-Mall
18. Cardholder must determine if FPI/UNICOR product is "Best Value" to the Government by using which evaluation factors?
- Delivery time
 - Quality
 - Price
 - All of the above
19. JWOD program products are available from the following sources: (circle all that apply)
- GSA-CSC/Advantage
 - JWOD Direct
 - DoD E-mail
 - Wal-Mart
20. "Accountable Property" MUST BE REPORTED TO (circle all that apply):
- Agency Program Coordinator (APC)
 - Property Book Officer (PBO)
 - Organization Resource Manager
 - Billing Official

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21. Directorate of Information Management (DOIM) SHALL APPROVE what category of products/services prior to purchase?
- Recyclable items
 - Automated Data Processing/Communications Equipment and Services
 - Property Book items
 - Food Service Equipment
22. Government sources are the Cardholder's best resource to identify and purchase HAZMAT/EPA Designated/Recycle category purchases to ensure compliance with regulations.
- TRUE
 - FALSE
23. Who is the ONLY authorized user of Government Purchase Card bearing individual's name?
- Billing Official
 - Designated Cardholder
 - Supervisor
 - APC
24. Cardholder should *activate & endorse* the Government Purchase Card:
- Prior to first use
 - After first use
 - Upon receipt
 - Next month
25. Cardholder *shall* discontinue purchasing and relinquish GPC APC:
- 30 days prior to departure
 - 10 days prior to departure
 - 60 days prior to departure
 - Upon departure
26. What is Cardholder "initial" action upon identifying a questionable transaction?
- Dispute via C.A.R.E.
 - Contact Merchant to resolve
 - Take no action
 - Contact US Bank to resolve
27. Who establishes financial management rules/parameters via C.A.R.E.?
- APC
 - Resource Manager
 - DFAS
 - Billing Official

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28. Cardholder should perform "initial" review of transactions posted to their C.A.R.E. account by the Merchant for validity and accuracy:

- a. Immediately upon posting
- b. At close of cycle
- c. Throughout the billing cycle
- d. A & C

29. The Billing Official is required to CERTIFY the "e lectronic" C.A.R.E. Billing Statement (Official Invoice) for payment:

- a. 30th of each month
- b. 30 calendar days from cycle close
- c. 5 business days from cycle close
- d. 10 calendar days from cycle close
- e. 5th of each month

30. Billing accounts are suspended by U.S. Bank when payment is:

- a. 30 days past statement date
- a. 60 days past statement date
- b. 90 days past statement date
- c. 120 days past statement date

31. Purchase card program participants are considered:

- a. Contracting Officer
- b. Purchasing Agent
- c. Procurement Official
- d. Ethics Counselor

32. Standard Department of ARMY Government Purchase Card "Billing Cycle" is:

- a. 1st – 30th of each month
- b. 24th –23rd of each month
- c. 15th –14th of each month
- d. Varies each month

33. Who should be aware of "indicators of fraud" and is responsible for "reporting FRAUD?"

- a. Billing Official
- b. Cardholder
- c. Resource Manager
- d. All of the above

34. Training for Customer Automation and Reporting Environment (C.A.R.E.) navigation skills and procedures are provided at:

- a. GSA Advantage web-site
- b. C.A.R.E. Web-Based Training web-site
- c. America On-Line
- d. C.A.R.E. web-site

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35. Unauthorized purchase or misuse of the GPC is subject to the following administrative action:

- a. Card suspension
- b. Liability for total dollar amount of purchase
- c. Individual counseling
- d. Refresher training
- e. All of the above

36. Who acts as POC to discuss GPC issues, maintains liaison with U.S. Bank, coordinates all GPC training, and provides oversight of the GPC program?

- a. Defense Finance and Accounting Service
- b. Resource Manager
- c. Agency Program Coordinator
- d. Supervisor

37. Who is responsible to ensure that GPC transactions are authorized and that the Billing Statement is complete for certification?

- a. Cardholder
- b. Billing Official
- c. Resource Manager
- d. Agency Program Coordinator

38. All "Office Supplies" must be purchased through twelve (12) MANDATORY ARMY Blanket Purchase Agreements (BPA) "hosted" @:

- a. GSA Advantage
- b. JWOD Direct
- c. DoD E-Mall
- d. GSA Customer Supply Center

39. The Government will normally pay state and local taxes on purchases made with the Government Purchase Card:

- a. True
- b. False

40. Billing Officials are pecuniarily liable for payments resulting from the erroneous performance of their duties:

- a. True
- b. False

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IDENTIFY/CHECK PROGRAM FUNCTION REQUIRED:

CARDHOLDER

BILLING OFFICIAL

ALTERNATE BILLING OFFICIAL

RESOURCE MANAGER

By signature hereon, I certify I have completed review of C.A.R.E. Web-Based Training Lessons specified in the Government Purchase Card Training Presentation for function designated above, and further certify I have completed the Government Purchase Card Test, as required.

(Signature)

(Date)