

Purchasing Card Training Test

Upon completion of the Purchasing Card training, card applicants must successfully complete this test. This test will be made part of the other documentation held as part of your purchasing card file.

Please be sure to sign and date at the bottom of this test.

1. The purpose of having the Purchasing Card is to make _____ purchases, procure goods _____ and reduce _____.
2. There are three main goals for training, they are:
 - a. _____
 - b. _____
 - c. _____.
3. What happens if I allow my card to be used by someone else?
_____.
4. There are _____ types of transaction limits on the card, a _____ transaction limit and a _____ transaction limit.
5. True or false (circle one). For schools, Principals should be given notice prior to the purchase of electronic equipment.
6. The Agency Program Coordinator does not keep track of your IFAS fund balance, US Bank does not keep track of your IFAS fund balance (how much money you have to spend). Who must keep track of your fund balance? _____.
7. Who is responsible to inform the vendor that you are making a tax exempt purchase?
_____.
8. Receipt/invoice must contain four things. They are: _____, _____, _____, and _____.
9. True or false (circle one). I understand that purchases made using the purchasing card are the property of the school system and shall remain at the school or office for which the purchase was made.
10. What documentation must be submitted for conferences or meetings when using the purchasing card?
_____ and _____.
11. After you sign the Purchasing Card Transaction Log envelope, who is responsible next for signing?
_____.
12. What documentation must be submitted for the purchase of gift cards? _____ and _____.
13. Cardholders are to retain copies of their card statements and receipts for how long? _____.
14. True or false (circle one). Replacement Receipt Forms are only to be used after all efforts to obtain a duplicate receipt have been exhausted
15. Cardholders that do not follow all of the appropriate procedures will _____ the right to use the purchasing card.
16. Purchasing Card Transaction Log envelopes are to be submitted to the Purchasing Department by _____ of the month.
17. Lost or stolen cards must be reported to US Bank when _____?
18. True or false (circle one). The complete Board policy for using the purchasing card is located on the Purchasing Department's web page, www2.hcps.org/purchasing.

I have successfully completed the on-line purchasing card training and understand the importance of safeguarding the purchasing card, using it appropriately for the school system in accordance with all Board of Education policies and regulations. I further understand that I am financially responsible for charges for personal items (items not approved by the Account Manager) and for any unauthorized sales taxes.

Signature

Printed

Date