



PURCHASING CARD KNOWLEDGE QUIZ

NAME _____
(Please Print)

DEPT _____

TEST YOUR KNOWLEDGE (Required)

- ___ 1. What purchases must be made with a Purchasing Card?
 - a. Single purchases under \$5,000 unless prohibited
 - b. Office supplies
 - c. Controlled assets between \$500 and \$4,999.99
 - d. Awards and prizes.

- ___ 2. **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.

- ___ 3. Which of the following expenses is NOT prohibited on state accounts?
 - a. Alcoholic beverages
 - b. Promotional items
 - c. Food and entertainment
 - d. Registration fees
 - e. Malpractice Insurance
 - f. Flowers

- ___ 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. PayPal services
 - 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. **Yes or No** – Is Texas Tech University Health Sciences Center El Paso exempt from State of Texas sales tax?

- ___ 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** – 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.

- ___ 10. Cardholder training is mandatory for which of the following:
 - a. Employee using a departmental card
 - b. Cardholder
 - c. Employee maintaining records for cardholders
 - d. Approvers
 - e. All of the above



- ___ 11. **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.
- ___ 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. Spot checks are a request for a brief description of a transaction. These 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
- ___ 14. **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), and receipts as they appear on the expense report.
- ___ 15. 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. Within 1 week from the transaction date
 - b. Within 60 days from the expense report date
 - c. Within 60 days from the transaction date
 - d. No time limit
- ___ 16. **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.
- ___ 17. **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.
- ___ 18. **True or False** – Payment for registration or membership dues requires the enrollment form/invoice detailing the charge as backup documentation.

=====

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

- i. HSCEP OP 72.01 Purchasing Supplies, Equipment and Services
- ii. HSCEP OP 72.03 Direct Pay Expenditures
- iii. HSCEP OP 72.15 Purchasing Card Program
- iv. HSCEP OP 72.16 Official Functions, Business Meetings, and Entertainment

___ I understand the TTUHSC El Paso 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 print, complete, sign and date / Submit Quiz To: Payment Services Elp, 5001 El Paso Drive, El Paso, TX 79905

For additional information email PaymentServicesElp@ttuhsc.edu.