

## Procurement Card Review Assessment

1. The purpose of having the procurement card is to make purchases and reduce \_\_\_\_\_.
2. True/False - Only Technology Services is authorized to purchase software and hardware related to technology.
3. As with any school system purchase, we never pay \_\_\_\_\_.
4. When being assigned a card, the cardholder has a \_\_\_\_\_ responsibility to CCPS.
5. Where is the tax exempt number printed? \_\_\_\_\_
6. True/False - The cardholder is the ONLY person authorized to use the card.
7. What is your monthly transaction limit on the procurement card? \_\_\_\_\_
8. Who keeps track of your monthly account balance? \_\_\_\_\_
9. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ are examples of purchases not appropriate for the purchasing card.
10. True/False - You notify the merchant after ringing up the sale that you have a tax exempt purchase.
11. Original \_\_\_\_\_ are to be included in the Transaction Activity Log and forwarded to the Finance Office.
12. Employees that do not follow all the appropriate procedures will \_\_\_\_\_ the right to use the procurement card.
13. Lost or stolen cards must be reported to \_\_\_\_\_.
14. Questions regarding your procurement card can be directed to \_\_\_\_\_.

**I HAVE COMPLETED THE PROCUREMENT CARD TRAINING AND UNDERSTAND THE IMPORTANCE OF SAFEGUARDING THE CARD, USING IT APPROPRIATELY FOR THE SCHOOL SYSTEM AND NOT ALLOW TAXES TO BE CHARGED. I FURTHER UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR CHARGES FOR PERSONAL ITEMS AND/OR SALES TAXES.**

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Signature

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Date