

DAS PCARD 101 QUIZ

1. Who is the Primary contact for cardholders?
 - a) State PCard Program Administrator
 - b) State PCard Program Manager
 - c) Agency PCard Coordinator
 - d) Cardholder Supervisor

2. US Bank provides customer service Monday-Friday 8:00 a.m.-7:00 p.m.?

True
False

3. The Cardholder Agreement must be signed by:
 - a) The employee, cardholder supervisor, and agency coordinator
 - b) The Agency Director
 - c) The Agency PCard coordinator and State PCard Administrator
 - d) The State PCard Program Manager

4. Dividing a larger purchase into several smaller transactions is known as:
 - a) Split Transaction
 - b) MCC code
 - c) Velocity limit
 - d) A great way to circumvent transaction limits

5. A velocity setting:
 - a) Limits the number of transactions within a specified time frame
 - b) Limits the dollar amount of individual purchases
 - c) Limits the Merchants with which the card may be used
 - d) Identifies attempts to circumvent transaction limits

6. Explanations for declined transactions are available in "real-time" in Access Online.

True
False

7. MCC Restricts International Transactions.

True
False

8. Which of the following are examples of card controls? (Choose all that apply)
- a) Transaction limits
 - b) Velocity settings
 - c) Annual credit limits
 - d) Cardholder credit checks
 - e) MCC Restrictions
9. It is acceptable to pay sales tax on PCard transactions.
- True
False
10. Online transactions are: (Choose all that apply)
- a) Never allowed
 - b) Allowed on trusted sites only
 - c) Permissible when using Ebay or other auction sites
 - d) Do not require a receipt
11. Before making a purchase, cardholders should:
- a) Check for Master Agreements
 - b) Determine if good or service is available through Iowa Prison Industries
 - c) Check the TSB Website
 - d) Verify purchases are within their Procurement Authority Level
 - e) All of the Above
 - f) None of the above
12. If you lose a receipt, you should:
- a) Obtain a duplicate from the vendor and certify it is the only copy available
 - b) Create a memo statement for the transaction
 - c) Exclude the charge from your reconciliation process
 - d) Notify US Bank
13. Which of the following items are allowed on a PCard?
- a) Auto repair for a state vehicle
 - b) Real estate leases
 - c) Office Supplies
 - d) Cash advances
 - e) Weapons/ammunition
 - f) Animals

14. Online purchases with the PCard are prohibited?
True
False
15. Purchasing guidelines differ when purchasing goods/services?
True
False
16. Monthly Memo Statements are:
a) Mailed to the Cardholder's home
b) Mailed to the Cardholder's office
c) Mailed to the Agency PCard Coordinator
d) Available the day after the banking cycle ends
17. Upon completing the training, where would you find additional PCard information or resources?
a) The State Pcard Web Page
b) Your Agency PCard Coordinator
c) Access Online
d) All of the above
18. If your card is lost/stolen, you should immediately contact US Bank Customer service.
True
False
19. To cancel a card, simply cut the card in half and throw it away.
True
False
20. Certain purchases require approval from IDOM.
True
False