

# Department of Defense (DoD) Government Purchase Card Refresher Practice Test (Sample)

## Study Guide



**Everything you need from our exam experts!**

**This is a sample study guide. To access the full version with hundreds of questions,**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Don't worry about getting everything right, your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations, and take breaks to retain information better.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning.**

## **7. Use Other Tools**

**Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly — adapt the tips above to fit your pace and learning style. You've got this!**

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## Questions

- 1. Can GPC be used for gifts or entertainment expenses?**
  - A. Yes, if approved**
  - B. Yes, under certain conditions**
  - C. No, it is generally prohibited**
  - D. Yes, if documented**
  
- 2. Do CH delegation authority letters require the CH to sign an acknowledgement statement?**
  - A. Yes, it's mandatory for all delegation letters**
  - B. No, it is not required**
  - C. Only for first-time CH delegates**
  - D. Only for delegation updates**
  
- 3. What must cardholders be aware of regarding micro-purchase thresholds?**
  - A. They can be adjusted based on team needs**
  - B. Different thresholds may apply to different agencies**
  - C. They can rarely exceed \$1,000**
  - D. They are fixed and cannot change**
  
- 4. What type of approval is typically necessary for a GPC purchase?**
  - A. Approval from financial advisors**
  - B. Supervisory approval, typically needed for purchases above certain limits**
  - C. Approval from the vendor**
  - D. No approval is needed for any purchase**
  
- 5. What is a common consequence of not submitting timely documentation for GPC transactions?**
  - A. Receiving a commendation for efficiency**
  - B. Potential loss of card privileges**
  - C. Increased card spending limits**
  - D. No consequence; it's not required**



- 6. What is a key factor that can lead to scrutiny during GPC audits?**
- A. A high number of approvals obtained**
  - B. Unclear or missing transaction documentation**
  - C. A large variety of purchased items**
  - D. Timely submission of logs**
- 7. What are some responsibilities of a GPC cardholder?**
- A. Making unauthorized purchases and maintaining no records**
  - B. Seeking approval for all transactions and keeping records**
  - C. Making authorized purchases, maintaining records, and adhering to policies**
  - D. Only keeping receipts and making purchases**
- 8. What documentation must always accompany a GPC transaction?**
- A. A letter of justification**
  - B. A detailed invoice**
  - C. A purchase agreement**
  - D. The vendor's contact information**
- 9. If cardholders encounter a technical issue with the GPC system, what should they do?**
- A. Ignore it and continue using the card**
  - B. Report the issue to the agency's IT help desk or GPC program coordinator**
  - C. Try to fix it themselves**
  - D. Contact their direct supervisor**
- 10. What is one purpose of the Purchase Card On-Line System (PCOLS)?**
- A. To issue new purchase cards**
  - B. To identify potential fraudulent purchases**
  - C. To process payments for orders**
  - D. To create reports for ordering supplies**

## **Answers**

1. C
2. B
3. B
4. B
5. B
6. B
7. C
8. B
9. B
10. B

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## **Explanations**

**1. Can GPC be used for gifts or entertainment expenses?**

- A. Yes, if approved
- B. Yes, under certain conditions
- C. No, it is generally prohibited**
- D. Yes, if documented

The use of the Government Purchase Card (GPC) for gifts or entertainment expenses is generally prohibited due to strict regulations aimed at preventing misuse of government funds. Such expenses can raise ethical concerns and may create conflicts of interest, as they might be perceived as attempts to influence or gratify officials or other parties. This prohibition aligns with the DoD's commitment to accountability and integrity in financial management. The guidelines surrounding GPC transactions emphasize that they are intended for official government business only, focusing on necessary purchases that align with mission objectives. By restricting the use of GPC for gifts and entertainment, the DoD ensures that taxpayer dollars are used responsibly and within the bounds of established regulations, maintaining trust in government spending. In some cases, even if individuals believe the context might warrant an exception, the overarching rules still apply, making it crucial to adhere to the standard against such expenses.

**2. Do CH delegation authority letters require the CH to sign an acknowledgement statement?**

- A. Yes, it's mandatory for all delegation letters
- B. No, it is not required**
- C. Only for first-time CH delegates
- D. Only for delegation updates

The correct response indicates that the cardholder (CH) does not need to sign an acknowledgment statement for delegation authority letters. This understanding stems from the guidelines set forth regarding the formal establishment of delegation authorities. While proper documentation of delegation is critical for accountability and oversight, the specifics of the acknowledgment statement vary based on organizational requirements and may not be universally mandated across all delegation letters. This means that, in many cases, the act of providing a delegation authority letter itself suffices without needing a signature from the CH acknowledging receipt or understanding of the delegation. Each agency may have its own policy regarding whether an acknowledgment is required in specific circumstances, but as a general rule, it is not a universal requirement for all CH delegation authority letters. In contrast, other options suggest that acknowledgment might be universally obligatory, which misrepresents the intent and application of delegation letters. Therefore, it's essential to recognize that while certain scenarios may necessitate an acknowledgment statement, it is not a blanket requirement applicable to every situation.

**3. What must cardholders be aware of regarding micro-purchase thresholds?**

- A. They can be adjusted based on team needs
- B. Different thresholds may apply to different agencies**
- C. They can rarely exceed \$1,000
- D. They are fixed and cannot change

Being aware of the micro-purchase thresholds is essential for cardholders because different thresholds may indeed apply to different agencies. This is significant because the micro-purchase threshold can vary depending on the type of procurement and the specific regulations governing each agency. Agencies may also have additional guidance or policies that impact how these thresholds are defined and applied in practice. Understanding this variability helps cardholders navigate the procurement process effectively and ensures compliance with both federal and agency-specific regulations. This knowledge is crucial for making informed purchasing decisions and for maintaining the integrity of the government purchasing process. The other options do not capture the essence of how thresholds are determined and implemented across various agencies, which is why being aware of the specific threshold applicable to your agency is paramount.

**4. What type of approval is typically necessary for a GPC purchase?**

- A. Approval from financial advisors
- B. Supervisory approval, typically needed for purchases above certain limits**
- C. Approval from the vendor
- D. No approval is needed for any purchase

Supervisory approval is typically necessary for GPC purchases that exceed established spending limits. This requirement ensures that purchases are legitimate, appropriate, and aligned with the organization's budgetary constraints and policies. It provides a check on spending, requiring oversight from a supervisor who is responsible for the financial decisions of their team or department. By mandating supervisory approval for larger purchases, the Department of Defense maintains financial accountability and prevents unauthorized spending. This process also helps verify that the purchase meets the intended purpose and adheres to regulations governing the use of government funds. Smaller purchases, or those within specific thresholds, may not require this level of oversight, allowing for more agile purchasing; however, supervisory approval remains a key component for transactions that might impact budgetary allocations more significantly.

**5. What is a common consequence of not submitting timely documentation for GPC transactions?**

- A. Receiving a commendation for efficiency**
- B. Potential loss of card privileges**
- C. Increased card spending limits**
- D. No consequence; it's not required**

Submitting timely documentation for Government Purchase Card (GPC) transactions is crucial for maintaining compliance with regulations and ensuring proper oversight of spending. One of the common consequences of failing to submit this documentation on time is the potential loss of card privileges. This consequence serves as a necessary enforcement mechanism to uphold accountability in the use of government funds. When cardholders do not provide the required documentation, it can lead to a lack of transparency and increase the risk of misuse or unauthorized purchases. As a result, the authorities responsible for overseeing GPC usage may choose to revoke a cardholder's access to the card to protect government resources and ensure fiscal responsibility. This maintains the integrity of the procurement process and ensures that all transactions are appropriately vetted and documented. In contrast, receiving a commendation for efficiency would typically require proper and timely management of transactions, and increased card spending limits would depend on demonstrated responsible use, not a failure to document. The notion that no consequence exists contradicts the established regulatory framework designed to enforce compliance and accountability among GPC users.

**6. What is a key factor that can lead to scrutiny during GPC audits?**

- A. A high number of approvals obtained**
- B. Unclear or missing transaction documentation**
- C. A large variety of purchased items**
- D. Timely submission of logs**

Unclear or missing transaction documentation is a key factor that can lead to scrutiny during GPC audits because audit processes heavily rely on transparent and traceable records. When documentation lacks clarity or is not present, it raises concerns about the legitimacy, purpose, and compliance of the purchases made. Proper documentation acts as a safeguard, providing evidence that transactions are valid, authorized, and in line with regulations. In audits, the inability to verify the appropriateness of the purchases due to insufficient documentation can lead to a deeper investigation and potential consequences for the cardholder. In contrast, while a high number of approvals, a large variety of purchased items, and timely submission of logs can each have an impact on audit outcomes, they do not inherently point to compliance issues in the same manner that documentation does. Therefore, maintaining clear and complete transaction documentation is crucial for minimizing the potential for scrutiny during an audit.

## 7. What are some responsibilities of a GPC cardholder?

- A. Making unauthorized purchases and maintaining no records
- B. Seeking approval for all transactions and keeping records
- C. Making authorized purchases, maintaining records, and adhering to policies**
- D. Only keeping receipts and making purchases

The responsibilities of a Government Purchase Card (GPC) cardholder are critical for ensuring compliance with regulations and protecting government resources. Cardholders must make authorized purchases, which means they can only buy goods and services that are approved for procurement by their agency. This helps maintain accountability and appropriate use of taxpayer funds. In addition to making authorized purchases, cardholders are required to maintain records. This involves keeping accurate documentation of all transactions, including receipts and any necessary approvals. Proper record-keeping is essential for audits and helps ensure transparency in the procurement process. Furthermore, adherence to established policies is a fundamental aspect of being a cardholder. The policies are put in place to guide the usage of the GPC, outline acceptable purchase categories, and provide guidelines for reporting and monitoring transactions. Following these policies protects both the cardholder and the organization from potential misuse and fraud. This comprehensive understanding of authorized purchasing, record maintenance, and policy adherence positions the cardholder to fulfill their role responsibly, significantly reducing the risk of compliance issues that could arise from misuse or lack of documentation.

## 8. What documentation must always accompany a GPC transaction?

- A. A letter of justification
- B. A detailed invoice**
- C. A purchase agreement
- D. The vendor's contact information

The correct choice emphasizes the necessity of having a detailed invoice accompany a Government Purchase Card (GPC) transaction. A detailed invoice provides a comprehensive record of the items or services purchased, including quantities, descriptions, prices, and any applicable taxes or fees. This documentation is crucial for ensuring transparency, accountability, and compliance with financial regulations governing GPC transactions. Without a detailed invoice, there is a lack of evidence to support the transaction, which could lead to difficulties in reconciling purchases, justifying expenses during audits, or verifying that the proper goods or services were received. The invoice also aids in establishing a clear financial trail, which is essential for tracking spending and ensuring that GPC usage adheres to the established guidelines and policies. Other forms of documentation, such as a letter of justification, purchase agreement, or the vendor's contact information, may be necessary in specific circumstances, but they do not serve the primary function of providing a straightforward account of the transaction as the detailed invoice does. Hence, having the invoice is vital for every transaction to maintain the integrity and compliance of the purchasing process.



**9. If cardholders encounter a technical issue with the GPC system, what should they do?**

- A. Ignore it and continue using the card**
- B. Report the issue to the agency's IT help desk or GPC program coordinator**
- C. Try to fix it themselves**
- D. Contact their direct supervisor**

Reporting the issue to the agency's IT help desk or GPC program coordinator is the appropriate course of action when cardholders encounter a technical issue with the Government Purchase Card (GPC) system. This response ensures that the problem is addressed by individuals who have the expertise and authority to resolve such technical difficulties. These designated personnel are usually trained to handle system-related issues and can provide guidance, escalate the matter if needed, or contact the necessary technical support to restore functionality. By reporting the problem through the proper channels, it helps maintain the integrity of the GPC program and ensures that all cardholders can use the system effectively and efficiently. This approach also helps in recording any prevalent issues that could require larger systemic fixes or updates, contributing to the overall improvement of the program. The other choices do not adequately address the situation. Ignoring the issue could lead to further complications and disrupt the cardholder's purchasing ability. Trying to fix the problem themselves could result in unintentional mistakes or may not resolve the issue at all. Contacting their direct supervisor may not guarantee that the issue gets resolved, as supervisors might not have the specific knowledge or resources to handle technical problems related to the GPC system.

**10. What is one purpose of the Purchase Card On-Line System (PCOLS)?**

- A. To issue new purchase cards**
- B. To identify potential fraudulent purchases**
- C. To process payments for orders**
- D. To create reports for ordering supplies**

Identifying potential fraudulent purchases is a critical function of the Purchase Card On-Line System (PCOLS). This system is designed to enhance oversight and accountability within the procurement process by monitoring purchase card transactions for any irregular or suspicious activities. By analyzing transactions, PCOLS can flag purchases that deviate from standard patterns or exceed established thresholds, enabling quick responses to potential fraud. This focus on fraud detection plays a vital role in safeguarding government resources and ensuring compliance with procurement regulations. The other options encapsulate important aspects of the procurement process, but each falls outside the specific identity of PCOLS. Issuing new purchase cards, processing payments for orders, and creating reports for ordering supplies are vital tasks in the procurement lifecycle, but they do not directly pertain to the primary purpose of PCOLS, which centers on monitoring and preventing fraudulent activities related to purchase card use.

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://dod-governmentpurchasecardrefresher.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**