

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

Study Guide



Everything you need from our exam experts!

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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. 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.

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. 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!

Questions

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- 1. What is the purpose of the Purchase Card Online System (PCOLS)?**
 - A. To manage personal expenses of DoD personnel
 - B. To improve management and accountability within the GPC Program
 - C. To track expenditures for all government programs
 - D. To organize procurement training for staff
- 2. What actions must a GPC holder take after making a purchase?**
 - A. Notify the program coordinator
 - B. Reconcile transactions in the designated reporting system and submit required documentation
 - C. Destroy the card upon transaction completion
 - D. Purchase additional items without reconciling
- 3. What information does the CH Statement of Account provide?**
 - A. Details of past transactions only
 - B. Lists all purchases and credits in the last year
 - C. Lists all purchases/credits for the last 30 days
 - D. A summary of account activity for the last month only
- 4. What is the primary purpose of the DoD Government Purchase Card?**
 - A. To manage large contracts effectively
 - B. To simplify the procurement process for small purchases
 - C. To promote inter-agency collaboration
 - D. To standardize supply chain management
- 5. Is the use of PCOLS mandatory for all DoD Components?**
 - A. No, only for components with existing GPC accounts
 - B. Yes, unless a waiver has been granted by OSD
 - C. It is optional based on the organization's needs
 - D. Only for components with over 100 cardholders
- 6. What is expected of GPC cardholders regarding ethical conduct?**
 - A. To adhere to all policies and act with integrity
 - B. To maximize spending to utilize the full budget
 - C. To seek personal benefits from transactions
 - D. To restrict purchases to low-cost items only

- 7. What is a common training topic for GPC cardholders?**
- A. Understanding advanced budgeting techniques
 - B. Recognizing prohibited purchases and understanding responsibilities
 - C. Strategies for negotiating contracts
 - D. Managing personnel within a department
- 8. Which action is not permitted for a GPC cardholder?**
- A. Making authorized purchases
 - B. Transferring the card to another person
 - C. Keeping receipts for transactions
 - D. Documenting purchases in a timely manner
- 9. What type of purchases does the GPC primarily facilitate?**
- A. High-value contracts
 - B. Recurring monthly subscriptions
 - C. Small, low-value items
 - D. Long-term service agreements
- 10. What could happen if a GPC cardholder makes unauthorized purchases?**
- A. They may receive a commendation
 - B. They could face disciplinary action
 - C. They will be eligible for future promotions
 - D. They may be exempt from training

Answers

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

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Explanations

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1. What is the purpose of the Purchase Card Online System (PCOLS)?

- A. To manage personal expenses of DoD personnel
- B. To improve management and accountability within the GPC Program**
- C. To track expenditures for all government programs
- D. To organize procurement training for staff

The correct answer highlights the primary function of the Purchase Card Online System (PCOLS), which is to enhance management and accountability within the Government Purchase Card (GPC) Program. PCOLS serves as a tool that allows for effective tracking, monitoring, and reporting of purchases made using government purchase cards. This ensures that spending is compliant with regulations and that there is oversight in place to prevent misuse of funds. By improving management and accountability, PCOLS not only helps maintain financial integrity within the Department of Defense but also promotes efficiency in the procurement process. It allows for timely and accurate data collection, enabling better decision-making and budget management regarding government expenditures. The other options, while they may sound plausible, do not accurately reflect the main objective of PCOLS. The system does not focus on managing personal expenses, tracking expenditures for all government programs, or organizing procurement training. Its primary purpose is specifically aligned with the administration of the GPC Program, thereby reinforcing the importance of responsible fiscal practices in government procurement.

2. What actions must a GPC holder take after making a purchase?

- A. Notify the program coordinator
- B. Reconcile transactions in the designated reporting system and submit required documentation**
- C. Destroy the card upon transaction completion
- D. Purchase additional items without reconciling

The correct response is to reconcile transactions in the designated reporting system and submit required documentation. After a purchase is made with a Government Purchase Card (GPC), it is essential for the cardholder to document and account for the transaction correctly. This reconciliation process ensures that all purchases are properly recorded, aligns with the allocated budget, and maintains compliance with government regulations and internal policies. Additionally, submitting the required documentation often includes invoices, receipts, and any other pertinent information that corroborates the purchase. This documentation serves as an audit trail, which is critical for financial accountability and transparency within government operations. This process helps to mitigate risks such as fraud and misuse of government funds, ensuring that the GPC is used solely for authorized purchases. Proper reconciliation and documentation also facilitate the review process by program managers or auditors, thereby reinforcing the integrity of the government purchasing system.

3. What information does the CH Statement of Account provide?

- A. Details of past transactions only
- B. Lists all purchases and credits in the last year
- C. Lists all purchases/credits for the last 30 days**
- D. A summary of account activity for the last month only

The CH Statement of Account provides a comprehensive overview of all purchases and credits applied to the account over the last 30 days. This timeframe allows cardholders to closely monitor their spending patterns and ensure that all transactions appear correct and authorized. By focusing on a recent period, users can promptly address any discrepancies or unauthorized items before they become more complex to resolve. The other options offer broader or narrower scopes of information that do not align with the specific function of the CH Statement of Account. For example, detailing past transactions only would not reflect the timely monitoring aspect, listing all purchases and credits for the last year would be too extensive for the purposes of current oversight, and summarizing activity for only the last month limits the view to just one period without the specificity of daily changes within that timeframe. Thus, focusing on the last 30 days strikes a balance between detail and relevance for budget management and accountability.

4. What is the primary purpose of the DoD Government Purchase Card?

- A. To manage large contracts effectively
- B. To simplify the procurement process for small purchases**
- C. To promote inter-agency collaboration
- D. To standardize supply chain management

The primary purpose of the DoD Government Purchase Card is to simplify the procurement process for small purchases. This card is designed to streamline the purchasing procedures, enabling personnel to acquire goods and services efficiently without the need for extensive paperwork associated with traditional procurement processes. It allows for quicker transaction times, enhancing operational efficiency, and enabling the Department of Defense to respond swiftly to specific needs without burdening the larger procurement system. This streamlined approach is particularly beneficial for low-value purchases, as it minimizes administrative costs and accelerates the buying process. By using the Government Purchase Card, authorized personnel can make necessary purchases directly, thus reducing delays and allowing them to focus on their primary responsibilities. The other choices, while related to procurement in a broader sense, do not capture the specific intent and utility of the Government Purchase Card as effectively as the simplification of the procurement process for smaller transactions does.

5. Is the use of PCOLS mandatory for all DoD Components?

- A. No, only for components with existing GPC accounts
- B. Yes, unless a waiver has been granted by OSD**
- C. It is optional based on the organization's needs
- D. Only for components with over 100 cardholders

The use of the Purchase Card Online System (PCOLS) is mandatory for all Department of Defense (DoD) Components, except in cases where a waiver has been granted by the Office of the Secretary of Defense (OSD). This requirement emphasizes the importance of a standardized system for managing Government Purchase Cards (GPC) across various components, ensuring consistency in procurement processes, accountability, and effective oversight. By mandating the use of PCOLS, the DoD aims to enhance integrity in financial transactions and provide a streamlined platform for tracking purchases. Allowing waivers introduces flexibility but is limited to specific circumstances where an organization may have a valid reason to operate outside the established guidelines. Other considerations in the various options indicate different conditions, such as specific thresholds for cardholders or the optional nature of the system, which would not align with the overarching policy set by the OSD. Thus, the correct choice captures the essence of mandatory compliance, reinforcing vital controls in government spending.

6. What is expected of GPC cardholders regarding ethical conduct?

- A. To adhere to all policies and act with integrity**
- B. To maximize spending to utilize the full budget
- C. To seek personal benefits from transactions
- D. To restrict purchases to low-cost items only

The expectation for Government Purchase Card (GPC) cardholders regarding ethical conduct is to adhere to all policies and act with integrity. This encompasses not only compliance with established regulations and guidelines but also maintaining a high standard of honesty and accountability in all transactions made using the GPC. Cardholders must operate in the best interest of the government, ensuring that their spending reflects ethical considerations, transparency, and fairness. This integrity ensures that GPC purchases serve their intended purpose, such as supporting government functions and providing value to taxpayers. In contrast, options that suggest maximizing spending, seeking personal benefits, or limiting purchases to low-cost items do not align with the core values of ethical conduct expected of federal employees. Such practices could lead to misuse or abuse of government funds, which is why they are not considered acceptable behaviors in the context of GPC usage.

7. What is a common training topic for GPC cardholders?

- A. Understanding advanced budgeting techniques
- B. Recognizing prohibited purchases and understanding responsibilities**
- C. Strategies for negotiating contracts
- D. Managing personnel within a department

A common training topic for Government Purchase Card (GPC) cardholders focuses on recognizing prohibited purchases and understanding their responsibilities. This is crucial because GPC holders must operate within specific guidelines to avoid misuse of the card. Training on recognizing prohibited purchases helps ensure that cardholders are aware of which items and services cannot be charged to the GPC. Examples of prohibited purchases typically include items such as personal items, alcoholic beverages, and services that would result in personal financial gain. Understanding these restrictions helps prevent accidental violations of policies that could lead to disciplinary actions or penalties. Additionally, comprehending the associated responsibilities of being a GPC holder is essential. Cardholders must be familiar with reporting requirements, documentation procedures, and the importance of maintaining proper records for accountability. This training reinforces adherence to the regulations outlined by the Department of Defense and fosters responsible stewardship of government funds. The other options do not specifically relate to the core responsibilities of GPC cardholders. Advanced budgeting techniques are generally more relevant to financial management roles. Strategies for negotiating contracts pertain more to procurement specialists, and managing personnel falls outside the context of GPC holder responsibilities. Thus, the emphasis on prohibited purchases and understanding responsibilities is critical for compliance and effective use of the Government Purchase Card.

8. Which action is not permitted for a GPC cardholder?

- A. Making authorized purchases
- B. Transferring the card to another person**
- C. Keeping receipts for transactions
- D. Documenting purchases in a timely manner

Transferring a Government Purchase Card (GPC) to another person is not permitted as it undermines the accountability and security measures put in place to prevent misuse of government resources. A GPC is issued to an individual and is intended for that person's transactions only. This ensures that each cardholder is responsible for their purchases, maintaining clear records for auditing and compliance purposes. The other actions listed are essential components of proper GPC usage. Making authorized purchases is fundamental to the function of the card. Keeping receipts for transactions is critical for record-keeping and justifying expenses. Documenting purchases in a timely manner improves accuracy and helps in maintaining financial controls, ensuring that all transactions are appropriately tracked and accounted for. Thus, while all those actions are integral to the responsible use of a GPC, transferring the card disrupts the safeguards designed to protect government funds and prevent fraud.

9. What type of purchases does the GPC primarily facilitate?

- A. High-value contracts
- B. Recurring monthly subscriptions
- C. Small, low-value items**
- D. Long-term service agreements

The Government Purchase Card (GPC) is specifically designed to facilitate the acquisition of small, low-value items. This is a crucial function because the GPC streamlines the purchasing process for items that fall below a certain threshold, allowing for quicker procurement without the need for extensive formal contracting procedures. The focus on low-value items helps to reduce administrative burdens and enhances efficiency, enabling personnel to obtain necessary supplies and services in a timely manner. The other options, while they represent valid types of procurement, do not align with the primary intent of the GPC. High-value contracts typically require a formal solicitation process and are subject to stricter regulations. Recurring monthly subscriptions may be managed through different purchasing mechanisms that ensure ongoing oversight and control. Long-term service agreements involve more complexity and are generally handled through traditional contracting processes rather than through the GPC.

10. What could happen if a GPC cardholder makes unauthorized purchases?

- A. They may receive a commendation
- B. They could face disciplinary action**
- C. They will be eligible for future promotions
- D. They may be exempt from training

When a Government Purchase Card (GPC) cardholder makes unauthorized purchases, they could face disciplinary action because such actions violate the policies and regulations governing the use of government resources. Unauthorized purchases can lead to financial discrepancies, misuse of government funds, and a breach of trust in the cardholder's role. Disciplinary action can range from reprimands and mandatory training to more severe consequences such as suspension or termination of employment, depending on the severity of the misconduct. This underlines the importance of adhering to established guidelines to ensure accountability and proper use of government assets.

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.

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!

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