

DoD Governmentwide Commercial Purchase Card (GPC) Overview (CLG 0010) Practice Exam (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. Which entity does the Governmentwide Commercial Purchase Card provide information about purchasing patterns to?**
 - A. Federal Reserve**
 - B. Department of Defense (DoD)**
 - C. Central Intelligence Agency (CIA)**
 - D. General Services Administration (GSA)**
- 2. What can happen if a cardholder fails to keep proper documentation of GPC purchases?**
 - A. They may receive a commendation**
 - B. They might face disciplinary actions**
 - C. They will be rewarded with increased spending limits**
 - D. Nothing; documentation is optional**
- 3. What does the acronym GPC stand for?**
 - A. General Purchase Card**
 - B. Governmentwide Commercial Purchase Card**
 - C. Government Purchase Card**
 - D. Global Purchase Card**
- 4. What is required for training updates for GPC holders?**
 - A. Cardholders must attend annual conferences**
 - B. Cardholders must participate in periodic refresher training**
 - C. Cardholders need to complete an online quiz**
 - D. Cardholders are exempt from further training**
- 5. For which of the following should GPC cardholders ensure compliance?**
 - A. Their personal financial habits**
 - B. Applicable regulations and policies**
 - C. Only internal departmental guidelines**
 - D. The preferences of vendors**

6. When a Cardholder discovers that their card or check is lost or stolen, what is the first action they should take?

- A. Cancel all pending transactions**
- B. Notify all affected parties**
- C. File a police report**
- D. Contact the Cardholder's supervisor**

7. Authorized uses of the Governmentwide Commercial Purchase Card include:

- A. Purchasing Office Supplies Only**
- B. Ordering Officer purchases and payments**
- C. Personal Expenses**
- D. External Contract Negotiations**

8. What is required for commercial training requests valued at or below \$25,000?

- A. Must be processed with a personal check**
- B. Must be approved by the employee's manager**
- C. Must use the Governmentwide Commercial Purchase Card as payment**
- D. Must only involve in-person training sessions**

9. What information must be included on detailed/itemized receipts? (Select two)

- A. Name of merchant, Date of purchase**
- B. Type of payment, Amount without taxes**
- C. Transaction ID, Credit card number**
- D. Method of delivery, Shipping cost**

10. What must Cardholders do before making a purchase on behalf of the government?

- A. Consult with a legal advisor**
- B. Ensure their authority to make the purchase is valid**
- C. Submit a detailed report of the intended purchase**
- D. Wait for the quarterly reviews of available funds**

Answers

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

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Explanations

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1. Which entity does the Governmentwide Commercial Purchase Card provide information about purchasing patterns to?

- A. Federal Reserve**
- B. Department of Defense (DoD)**
- C. Central Intelligence Agency (CIA)**
- D. General Services Administration (GSA)**

The Governmentwide Commercial Purchase Card (GPC) is a tool utilized by federal agencies, including the Department of Defense (DoD), to make small purchases efficiently. The information about purchasing patterns is primarily collected and analyzed at the agency level, allowing the DoD and other federal entities to monitor expenditure trends, compliance with procurement policies, and overall program effectiveness. The data collected from the use of the GPC is crucial for the DoD to manage budgets, identify potentially unnecessary spending, and make informed decisions regarding procurement strategies. This level of insight enables the DoD to optimize their purchasing processes and ensure that they adhere to federal regulations and guidelines. While other organizations like the General Services Administration (GSA) play a role in procurement oversight and policy development across federal agencies, the GPC data is specifically utilized by the agencies implementing the card, such as the DoD, ensuring they have the necessary visibility into their purchasing habits.

2. What can happen if a cardholder fails to keep proper documentation of GPC purchases?

- A. They may receive a commendation**
- B. They might face disciplinary actions**
- C. They will be rewarded with increased spending limits**
- D. Nothing; documentation is optional**

The situation in which a cardholder fails to maintain proper documentation of Governmentwide Commercial Purchase Card (GPC) purchases can lead to disciplinary actions. This is due to the stringent requirements established by the Department of Defense (DoD) regarding proper use and documentation of purchases made with the GPC. Accurate documentation plays a critical role in ensuring compliance with federal regulations, internal policies, and financial accountability. When proper documentation is not kept, it can result in a lack of transparency, difficulties in auditing, and potential misuse of government funds. Consequently, organizations may impose disciplinary measures on cardholders who fail to adhere to documentation guidelines, as these actions are necessary to maintain integrity and accountability within the GPC program. This approach underscores the importance of compliance in ensuring that all purchases are valid, necessary, and appropriately documented, thus protecting both the cardholder and the government's financial interests.

3. What does the acronym GPC stand for?

- A. General Purchase Card
- B. Governmentwide Commercial Purchase Card**
- C. Government Purchase Card
- D. Global Purchase Card

The acronym GPC stands for Governmentwide Commercial Purchase Card. This term specifically refers to the purchase card program established by the federal government for authorized individuals to procure goods and services in a streamlined and efficient manner. The Governmentwide Commercial Purchase Card is designed to simplify the procurement process, reduce paperwork, and provide a convenient method for making small purchases, thereby supporting the operational needs of various government agencies. Understanding the full meaning of GPC helps to grasp the significance of this tool in federal procurement practices. It indicates that the card is widely used across government agencies, as opposed to being limited to a specific department or function, highlighting its integral role in the federal buying system. This clarity reinforces the card's intended purpose and the policies surrounding its use.

4. What is required for training updates for GPC holders?

- A. Cardholders must attend annual conferences
- B. Cardholders must participate in periodic refresher training**
- C. Cardholders need to complete an online quiz
- D. Cardholders are exempt from further training

For GPC holders, it is essential to participate in periodic refresher training to stay updated on the procedures, regulations, and best practices associated with the Governmentwide Commercial Purchase Card program. This training ensures that cardholders are aware of any changes in policies, compliance requirements, and any updates that may impact their use of the card. Periodic refresher training is designed to reinforce knowledge and skills, promote adherence to policies, and minimize the risk of misuse or fraud. It not only helps maintain accountability but also ensures that cardholders are equipped to handle their responsibilities effectively, thereby enhancing the overall integrity of the program. While attending conferences and completing online quizzes can be beneficial, they are not a requirement for ongoing training updates. Additionally, all cardholders must engage in some form of training to maintain their proficiency and compliance with the program requirements; thus, being exempt from further training is not a valid option.

5. For which of the following should GPC cardholders ensure compliance?

- A. Their personal financial habits**
- B. Applicable regulations and policies**
- C. Only internal departmental guidelines**
- D. The preferences of vendors**

GPC cardholders must ensure compliance with applicable regulations and policies because these guidelines are established to govern the use of government purchase cards. This compliance is crucial for maintaining fiscal responsibility, ensuring accountability, and adhering to the legal standards set forth for government spending. By following these regulations and policies, cardholders help safeguard government resources and prevent misuse of funds. Adhering to only internal departmental guidelines may lead to a lack of uniformity and accountability across different divisions, whereas personal financial habits have no bearing on the compliance required for government-issued cards. Likewise, the preferences of vendors should not dictate cardholder compliance, as government spending must align with established regulations and not individual vendor interests. Thus, focusing on applicable regulations and policies ensures that cardholders operate within the framework needed to uphold integrity and efficiency in government purchasing operations.

6. When a Cardholder discovers that their card or check is lost or stolen, what is the first action they should take?

- A. Cancel all pending transactions**
- B. Notify all affected parties**
- C. File a police report**
- D. Contact the Cardholder's supervisor**

The first action a Cardholder should take when discovering that their card or check is lost or stolen is to notify all affected parties. This is crucial because it helps mitigate any potential misuse of the card or check and ensures that necessary actions are taken promptly to protect against unauthorized transactions. Alerting affected parties may include contacting the issuing bank or payment processor to block the card, as well as informing relevant organizational authorities to store the cardholder's transactions and manage any implications for their accounts. This step is essential for securing sensitive financial information and maintaining the integrity of the purchasing system. While other actions may also be necessary, such as canceling pending transactions or informing a supervisor, notifying affected parties is the most immediate and critical step to prevent further issues before other actions can take place.

7. Authorized uses of the Governmentwide Commercial Purchase Card include:

- A. Purchasing Office Supplies Only**
- B. Ordering Officer purchases and payments**
- C. Personal Expenses**
- D. External Contract Negotiations**

The use of the Governmentwide Commercial Purchase Card (GPC) is specifically intended for official government transactions to streamline the procurement process for authorized purchases. The choice that indicates "Ordering Officer purchases and payments" aligns perfectly with the intended use of the GPC. Officers who are authorized to utilize the GPC can make purchases for goods and services that support the mission of their organization, which makes this option the most accurate. This choice encapsulates the broader purpose of the GPC as a procurement tool that enables federal employees to efficiently acquire necessary items and services within their delegated purchasing authority. It highlights the practicality and effectiveness of using the card in a government context, where meeting specific agency needs promptly is crucial. The other options do not fit the authorized uses of the GPC. For instance, the option mentioning "Purchasing Office Supplies Only" is too restrictive and does not capture the wider range of permissible purchases under the GPC program. Similarly, "Personal Expenses" directly contradicts federal regulations that strictly prohibit the use of government resources for personal benefits. Lastly, "External Contract Negotiations" refers to a process more suited for contracts that require formal bidding and proposals and is not part of the day-to-day purchasing capability intended for GPC holders. Thus,

8. What is required for commercial training requests valued at or below \$25,000?

- A. Must be processed with a personal check**
- B. Must be approved by the employee's manager**
- C. Must use the Governmentwide Commercial Purchase Card as payment**
- D. Must only involve in-person training sessions**

The requirement for commercial training requests valued at or below \$25,000 is that they must use the Governmentwide Commercial Purchase Card as payment. This is a critical aspect of the GPC system, emphasizing efficiency and ease in processing transactions for training services. The use of the GPC streamlines the purchasing process, ensuring that government personnel can quickly access necessary training without lengthy procurement procedures. This regulation aligns with established policies encouraging the utilization of the GPC for purchases under the micro-purchase threshold, which is set to facilitate more accessible and efficient acquisition methods. Therefore, using the GPC for such requests not only simplifies payment but also adheres to government guidelines regarding expenditure limits and procurement processes. The other options, while relevant in different contexts, do not specifically address the requirements set for training requests under the defined value limit. For example, processing with a personal check is not a valid method for government transactions, as it does not follow the established procurement protocols. Furthermore, while manager approval is important in various processes, it is not mandated solely based on the monetary value of the training request. Lastly, the notion that only in-person training sessions can be requested is not accurate, as training can take various forms, including virtual and online options. Thus,

9. What information must be included on detailed/itemized receipts? (Select two)

- A. Name of merchant, Date of purchase**
- B. Type of payment, Amount without taxes**
- C. Transaction ID, Credit card number**
- D. Method of delivery, Shipping cost**

The correct choice for the information that must be included on detailed/itemized receipts is indeed focused on the name of the merchant and the date of purchase. This information is crucial because it provides clear evidence of where the transaction occurred and when it took place, which is essential for verifying the legitimacy of purchases made using the Governmentwide Commercial Purchase Card (GPC).

Documentation like receipts is necessary not just for accountability but also for compliance with federal regulations regarding the use of government funds. Having the merchant's name helps identify the nature of the transaction, while the date aids in tracking and reconciling expenses within the accounting periods. In the context of your question, other options, while containing relevant information for different purposes, do not serve the specific requirements for detailed itemized receipts as effectively as the correct choice does. For example, knowing the "type of payment" or "amount without taxes" might be useful in certain contexts but does not fulfill the basic receipt requirements that ensure transparency and accountability in transactions. Similarly, details like "transaction ID" and "credit card number" are more about transaction processing rather than documentation for verification or audit purposes. The same reasoning applies to "method of delivery" and "shipping cost," which do not pertain directly to the

10. What must Cardholders do before making a purchase on behalf of the government?

- A. Consult with a legal advisor**
- B. Ensure their authority to make the purchase is valid**
- C. Submit a detailed report of the intended purchase**
- D. Wait for the quarterly reviews of available funds**

Before making a purchase on behalf of the government, it is essential for Cardholders to ensure their authority to make the purchase is valid. This means that Cardholders must verify that they possess the necessary approvals and are acting within their designated limits and scope of authority as specified by their agency's policies and regulations. This is a crucial step in maintaining compliance with federal acquisition regulations and ensures that purchases made with the Governmentwide Commercial Purchase Card (GPC) are authorized and justified. By confirming their authority, Cardholders help to prevent unauthorized spending and ensure that government funds are used appropriately and efficiently. This process also helps safeguard against potential fraud and misuse of the purchasing card, ultimately supporting the integrity of the procurement process within the government. Other options, while they may seem relevant, do not directly address the action that must be taken before a purchase. Consulting with a legal advisor may be necessary in certain situations, but it is not a blanket requirement for every purchase. Submitting a detailed report of the intended purchase is not an obligatory step before making a transaction. Lastly, waiting for quarterly reviews of available funds could cause unnecessary delays and is not a prerequisite for initiating a purchase. Therefore, confirming the validity of purchasing authority stands as the foremost requirement for Cardholders before executing

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://clg0010.examzify.com>

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

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