
Welcome to Government Purchase Card Refresher Training



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The DoD Government Purchase Card Tutorial Refresher is based on the original DoD Government Purchase Card Tutorial Module. This module was developed to enhance and refresh Government Purchase Cardholders and Approving Officials knowledge of current business rules, policies and procedures of the Government Purchase Card. This course also serves as a reference tool for the refresher training and will help answer any card-related questions that may arise.

Module Credit: You will learn about these concepts and more over the next three hours of instruction. The module is worth three (3) continuous learning points.

Target Audience: This module most benefits Cardholders, Approving Officials, Certifying Officers, and those seeking to satisfy mandatory refresher training. This module serves as a reference tool for any card related questions that may arise and satisfies mandatory two-year refresher training.

Module Completion: To complete this module successfully you must:

- Complete each topic in the table of contents.
- Complete the end-of-module exam.
- Complete the end-of-module survey.
- Print the module completion certificate.

Learning Objectives

Upon completion of this module students should be able to:

- Identify the responsibilities and rules associated with establishing and maintaining a Government Purchase Card.
- Apply an understanding of what constitutes fraud and identify types of fraudulent transactions, how to report these transactions, and the consequences of fraudulent use.
- Apply an understanding of new issues and topics facing the use of the Government Purchase Card.

System Requirements

In order to access all features of this course, your computer must meet specific system requirements and have the necessary software applications. Select each of the options below for system information and instructions on accessing plug-ins.

[Monitor Screen Resolution](#)

[Flash player](#)

[Adobe Reader](#)

[Accessibility](#)

[Additional Support](#)

Popup Text:

Monitor Screen Resolution Recommended Screen Resolution

Your screen resolution impacts how the content appears within your computer monitor. To view the entire content window, your screen resolution should be at least 800 x 600 pixels. To change your screen resolution:

1. Go to the **Start** button of the Taskbar, then click **Control Panel**.
2. Select the **Display** button.
3. From the Display window, select the **Settings** tab.
4. In the Screen Resolution area, move the slider to to 800 x 600. Select **OK**.
5. A message appears that informs you that your screen may flicker. Select **OK**.
6. A confirmation message then appears and asks you if you want to keep your settings. Select **OK**.

Note: For those using XP Professional, you will need to select settings prior to the control panel in number one above.

Flash player Flash Player

Flash is necessary to view some of the presentations embedded within the content. A free Flash player is available at this link: <http://www.adobe.com/downloads/>.

Adobe Reader Adobe Reader

Adobe Acrobat or the Adobe Reader software is necessary to access some of the documents embedded in this course. If you do not have Adobe Acrobat or Adobe Reader on your computer, then you should download the Adobe Reader software. You can download the software at:
<http://www.adobe.com/products/acrobat/readstep2.html>.

Accessibility

Accessibility

Microsoft Windows allows you to change some of the features on your computer. This can be useful if you have physical or visual needs that require special accommodation.

The Windows Accessibility Options are located in your Control Panel. To make changes to your computer's settings, simply do the following:

1. Select **Start** from the Taskbar to open the Start menu.
2. Select **Control Panel**.
3. From the Control Panel window, select **Accessibility Options**.

In the Accessibility Options dialog box, you may change a number of different options on your computer.

Additional Support

Additional Support

If you experience any issues with the course or require additional assistance to make the necessary system changes, contact dauhhelp@dau.mil or call the Help Desk at (703) 805-3459.

Course Navigation



Page Navigation

Throughout this course, there will be several interactive features as briefly described below.

Course navigation is accomplished using two functions:

1. You may select the lesson using the table of contents as shown with the arrow on the left.
2. You may navigate the topic by page in order using the Back and Next button as shown in the upper right corner of this screen.



Table of Contents

Links

Blue underlined words will indicate one of three things:

- A hyperlink external to the module.
- A pop-up window.
- A D-Link, which is a description of an image or interactive flash element.

Knowledge Review

Throughout this module you will have an opportunity to complete knowledge reviews. For this module there will be one type of knowledge review: multiple choice. Below is an example of a multiple choice knowledge review.

The photo on the right is an image of a:

- Person filling out a bubble sheet
- Person working on a computer
- Person talking on the phone
- Person fixing a car

Submit



Module Outline

This Continuous Learning Module consists of the following:

- Module Overview
- Module Topics:

[Government Purchase Card Responsibilities](#)

[Unauthorized Use of the GPC](#)

[New Topics for the DoD GPC](#)

- End of Module Exam
- User Survey

To begin the module, chose the first topic in the table of contents. Enjoy the module!

Popup Text:

Government Purchase Card Responsibilities

In this topic you will review the roles and responsibilities of various players involved in the use and maintaining of the Government Purchase Card. Your introduction to maintenance of the card will involve information for card set up as well as understanding the circumstances of trade-off within the cards management.

- Identify the key roles and responsibilities of various players involved with the Government Purchase Card (GPC).
- Recognize rules for setting cardholder monthly or office purchasing limits, and the various rules involved with account suspensions.
- Identify circumstances of account termination.

Unauthorized Use of the GPC

In this topic you will be introduced to the many possible misuses of the Government Purchase Card. This will include defining fraud and providing a number of examples of fraudulent transactions. Your instruction will also include addressing noncardholder related fraud and how to handle the situation if it were to occur. As a follow up to the discussion of fraud you will also be provided an outline of the penalties and consequences of misuse.

- Recognize restrictions on GPC use.
- Identify types of cardholder and noncardholder fraud.
- Recognize how to report GPC fraud.
- Define steps to follow if a GPC is lost or stolen.
- Recognize reissuing procedures for new cards and card records.

- Define penalties involved with fraudulent, improper, and abusive transactions.
- Recognize DoD's policy on misuse of the purchase card and personal accountability for government charge card abuse.

New Topics for the DoD GPC

This topic will review many of the new topics being addressed concerning the use of the DoD Government Purchase Card. Many of these issues apply to the DoD Defense Transport System. These new topics will discuss frustrated freight, convenience checks, and the Government's priority sources for supply and services.

- Recognize responsibilities and procedures for shipments going overseas via the DoD Defense Transportation System (DTS).
- Recognize procedures that allow for convenience check (CC) accounts to be set-up, limitations for CCs, and the differences in limitations for contingency overseas transactions.
- Recognize responsibilities for setting limits and identify situations for which different limits apply.
- Identify the required sources priorities and where to purchase these supplies and services.
- Recognize that purchases for training have a higher limit, the form that must be used, and where it is found.