1. In making a certification, Certifying Officers are not responsible for:

☐ Certifying vouchers for payment.
☐ The existence, accuracy and legality of information on a voucher.
☐ Illegal, improper or incorrect payments.
☐ Obtaining the signature of a Disbursing Officer before validating the certification.

2. Which best describes the Certifying Officer?

☐ Always under the direct supervision of the Disbursing Officer.
☐ Always a Defense Finance and Accounting Service employee.
☐ Responsible for the appointment of Payment Review Officials.
☐ Responsible for the legality, propriety, and correctness of the certified voucher.

3. Manual certifications are not allowed.

☐ True
☐ False

4. DoD Component Heads or their designees are required by DoD FMR 7000.14R to do what?

☐ Appoint Certifying Officers, Departmental Accountable Officials, and Review Officials
☐ Grant relief from liability to Departmental Accountable Officials based on lack of experience, supervision, or training
☐ Issue appropriate guidance to each of the Services/ Agencies for proper implementation of the directive
☐ None of the above

5. Which of the following personnel is not normally eligible for appointment as a Certifying Officer?

☐ Disbursing Officers
☐ Travel Authorizing Officials
☐ Resource Managers/Fund holders
☐ Commanders
6. Which of the following would NOT be an exception for a Certifying Officer?

- Background preparing vouchers for payment
- Knowledge of military processes and procedures
- Knowledge of payment process
- Knowledge of appropriations funds and accounting classifications

7. Which section of DD Form 577 is used to terminate appointments?

- Section I
- Section II
- Section III
- Section IV

8. The Purchase card purchase must meet:

- Bonafide need
- Audit trail criteria
- DOD expectations
- Your supervisor’s personal needs

9. Which of the following is the Certifying Officer NOT accountable for?

- The amount of any illegal, improper, or incorrect payment resulting from an inaccurate or misleading certification.
- Any payment prohibited by law.
- Any payment that does not represent a legal obligation under the appropriation or fund involved.
- Design of the payment system.
10. Valid payments for purchase cards consist of three components. Which of the following is NOT one of those components?

- Certification that the payment is illegal
- The correctness of the facts stated in the voucher (bank invoice)
- The existence of supporting documentation and records
- The accuracy of computations on the voucher

11. What are the three parts of a valid payment?

- Payment voucher, supporting documentation, determinations
- Date service was ordered, name of requestor, description of the item
- Bank invoice, valid requirement, reallocation (if necessary).
- Merchants name, number of items purchased, unit price.

12. It is extremely difficult for any single DoD official to personally ensure the accuracy, propriety, and legality of every payment.

- True
- False

13. When investigators attempt to determine whether or not an erroneous payment occurred, they look for evidence of

- Errors or negligence
- Errors and laundering
- Errors and burglary
- Corruption

14. Certifying Officers are automatically pecuniary liable when there is erroneous payment.

- True
- False
15. The Certifying Officer has the right to not certify a payment voucher if he or she questions the propriety or correctness of the voucher.

- True
- False

16. The Certifying Officer does not have the right to deny certification of a payment voucher if proper documentation accompanies the request for payment.

- True
- False

17. The Certifying Officer will remain pecuniary liable for an uncollected balance but may request:

- Forgiveness because they were busy
- Forgiveness because the commandeering wanted it
- Relief of liability because they were sick
- Relief of liability (accompanied with documentation showing no negligence).

18. If a request for relief is denied, what happens?

- Certifying Officer must remit personal funds
- The Certifying Officer may appeal the decision to their supervisor
- The Certifying Officer may ask to have the judgment deferred.
- The Certifying Officer may request a judicial hearing, because they were following orders.

19. Which of these factors may be used as a basis for relief of pecuniary liability?

- Heavy workload
- No negligence
- Lack of supervision
- Following orders

I, __________________________, acknowledge that I have completed the testing material and understand its information governing the use of the Government Purchase Card. I understand that I am responsible to maintain additional training and that I may be subject to administrative and/or disciplinary action including criminal prosecution for the improper use of the Government Purchase Card as a GPC Cardholder or Billing Official.

Sign: ___________________________ Date: ___________________________