



**CGTCGPC101A – Government Purchasing Card Processes and Pitfalls**

**Course Length** – 8 hours

**Course Type** – Instructor Led

**Instructor to Student Ratio** – 1:15

**Course Description** - The Government Purchasing Card Process and Pitfalls course explores the proper processes and procedures for making low risk, low control and high risk, low control purchases. Topics include the classification of purchases, vendor requirements, and the proper documentation for soliciting quotes, obtaining organizational approvals, and post-delivery verification of products and services. The course also examines the procedures necessary to avoid counterfeit products and ensure that products and equipment items are properly accounted for by all concerned parties.