

Eastern Washington University – CTA Quiz Questions (choose one answer for each question)

1. The Cardholder is responsible for:

- Using the CTA Card for transportation purchases only, unless an exception is approved in advance.
- Reviewing transactions on PaymentNet.
- Submitting reports with supporting documents (e.g., receipts) to Accounts Payable by the 15th of each month.
- All of the above.

2. One purpose of the CTA card is:

- Pay for personal travel charges.
- On-line reconciliation of charges.
- Pay for airfare for contractors.
- All of the above.

3. On the PaymentNet website you can:

- Review transactions.
- Dispute charges that are incorrect.
- Split transactions between index numbers.
- All of the above.

4. The CTA card cannot be used for:

- Registration fees.
- Employee advances.
- Meals and light refreshment.
- All of the above.

5. After making a CTA purchase, Cardholders should NOT:

- Verify that the charges are correct on the PaymentNet web site.
- Choose the appropriate index and account codes on the PaymentNet web site.
- Write descriptions of the travel for each transaction on the PaymentNet web site.
- Discard all invoices/receipts after reviewing transactions on the PaymentNet web site.

6. What is the acceptable time line for reviewing your CTA transactions on-line?

- Every day.
- Within five working days of their appearance on your account.
- No later than the third business day of each month for the previous month.
- All of the above.

7. If a CTA card transaction is incorrect, what step should you take before filing a formal dispute?

- Contact EWU Travel Accounting
- Contact EWU Accounts Payable
- Contact the merchant

Department / Program	
Cardholder / Approver Printed Name	
Signature	Date

Return completed form to EWU Travel Office, 319 Showalter Hall, Cheney, WA 99004

Form revision: 3/15/12