Florida Institute of Technology

Procurement Card Survey

1. In which of the following areas do you feel you need more training?
   [ ] Reconciliation [ ] Card Limitations
   [ ] Website usage [ ] Transaction Log
   [ ] Auditing requirements [ ] Other _____

2. Have you visited the Purchasing website to obtain information or forms pertaining to the Procurement card program?
   [ ] Yes [ ] No

3. If you answered yes to # 2, how would you rate the website?
   [ ] Very Helpful [ ] Somewhat Helpful [ ] Neutral [ ] Not Helpful

4. How would you rate the Procurement Card staff?
   [ ] Very Helpful [ ] Somewhat Helpful [ ] Neutral [ ] Not Helpful

5. Which of the following problems have you encountered with the Procurement Card? How many times have they occurred?
   Unknown Charges on Statement ( ) Vendor Non-Acceptance ( )
   Taxes Charged ( ) Incorrect Charges ( )
   Declined ( ) Other _____( )

6. If your card being declined was a problem, please state the reason(s).
   _____
   _____
   _____

7. What is your overall rating of the Procurement Card Program?
   [ ] Needs Improvement [ ]Adequate [ ] Excellent

8. Any comments or suggestions that can assist our department in making the Procurement Card Program more productive would be appreciated.
   _____
   _____
   _____
   _____