

## SAMPLE TRAINING RECORD

The original training record should be maintained by the billing official and a copy provided to the cardholder for their records.

1. I have received, read, and understand the Cardholder Instruction Guide.
2. I have received, read, and understand AFI 64-117, Air Force Government-wide Purchase Card Program, and the (*MAJCOM, if applicable*) operating instructions.
3. On (*date*), I received training by (*local contracting office*) on purchase card procedures. I understand how to properly use the purchase card to obtain supplies and non-personal services under micropurchase procedures. I understand that the card has restricted use and agree to abide by those restrictions.
4. I am aware of how the standards of conduct contained in DoD 5500.7 and DoD 5500.7-R affect my use of the purchase card.
5. I understand the reconciliation requirements and the disputes processing.

(*Cardholder signature and date*)