



Business Procurement Card (BPC) Program Procedures Manual

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Part 4

Provides general information about the BPC program
Provides balance information and resolution of rejected purchases
Processes requests of changes to your account limitations
Sets up new accounts and provides training to new Accountholders
Verifying valid purchases to the state of Kansas and WSU Policies and Procedures

Coordinates and monitors all activity within the BPC Program
Coordinates with BPC Task Force to enhance, develop and refine program

Official repository of all transaction and accounting documentation

WSU participates as a component of the State of Kansas and UMB Bank Visa Purchasing Card Program and is subject to the requirements therein. BPC Cards are issued to an individual or to an assigned department with a designated account custodian. They are the property of the State of KS and are only to be used for the purposes as defined in this document.

The BPC card is considered an additional resource that can be used for purchases as needed in the daily course of business. The BPC card program will allow for the following types of purchases: goods and services; official hospitality and non-per diem business related travel expenses. The BPC Card program is designed to help ease the ordering & payment process by reducing additional overhead associated with processing purchase orders, invoices, and the use of personal funds reimbursed by ICD'S.

For your continued use as well as the overall success of the BPC program, it is important to remember that the program compliments the existing processes and is NOT intended to avoid or bypass procurement or payment procedures. When using the BPC Card, regardless of the final funding source tied to the expense (i.e. Foundation Funds), all purchases shall comply with current State of Kansas Statutes; WSU Policies and Procedures and KBOR Policies and Procedures.

The manual will provide you with the guidelines under which you may use your BPC card. Your required signature on the Accountholder Agreement Form indicates that you understand the intent of the program and agree to comply with the established guidelines. BPC cards are issued after the Purchasing office receives a completed and signed BPC application, the required training has been completed, and the signed Accountholder Agreement form is on file with the BPC Administrator.

Formerly the BPC Card program was made up of multiple different card types. (Example the Standard card, the Enhanced Card and the iTravel card). All the different card types have been combined into one and no longer are purchases specific to the type of card being used. The BPC card itself will now allow for all types of purchases regardless of the type of card you were originally issued.

Specific authorized purchases and any additional restrictions over and above that of the current P-Card program are communicated and understood at the department level between the Budget Officer and the Individual Accountholder or Department Account Custodian.

It is likely that any vendor that you or your department currently utilizes as a source for commodities will accept this card with no problem. However, due to certain restrictions, some attempts to purchase goods from a merchant through the use of the BPC may be declined. In the event that your transaction is declined, for quick resolution, contact the BPC Administrator directly.

All accounts are set to cycle on the 7th business day of every month (not counting weekends and holidays). Each card is assigned an expenditure dollar limit by the Budget Officer applicable for a 30-day billing cycle. If changes are made to the originally assigned credit limit to accommodate your purchasing needs, or all of the credit is not used within the 30 day billing cycle, on the 8th business day your originally assigned credit limit is restored, unless other arrangements have been made. Merchants are paid by UMB Bank within three days of the cycle end date. It is imperative that merchants NOT invoice the University, in addition to the detailed charge receipt, as this could result in a duplicate payment.

Carded Option

The recommended option for those traveling frequently that and for the employee making business related purchases for the department and does not have an individual BPC account.

Cardless Option

Recommended option for the department that primarily uses Sunflower Travel to process their business travel related expenses

Eligible applicants are defined as full, part-time or temporary and verified as a current WSU State of KS faculty, staff or student employee in a non-probationary period. Since P-Card purchases are restricted to State use only, an applicant's personal credit history is not reviewed as part of the P-Card issuance process.

To obtain a card you must first complete a

Processing payments to other WSU Departments, State Agencies or Kansas Board of Regents using the BPC card is not allowed.

Rather, the preferred method is to process an IOTD form also known as the Inter Organizational Transfer Document or an ICD form also known as the Invoice Control Document. For further instructions, contact the Accounts Payable office at 316-978-3070. For purchases with the Rhatigan Student Center (RSC) contact the RSC Finance Department for further instructions.

When using PayPal or any website that instructs you to register your BPC card information, you are required to set up an account that reflects the following information:

- The Department's name
- The Accountholder's name
- The billing address associated with the BPC card, which is the campus address
- Shipping information which is your physical location

It is the Accountholder's responsibility to understand and comply with all State of Kansas Statutes, WSU Policies and Procedures, and KBOR Policies and Procedures. They are responsible for monitoring the appropriateness of charges, which appear on the accounts they are responsible for.

An online training session will be required to be completed by every BPC Accountholder at least once every 2 years or when the program has a significant change. The link to the training can be found on the myWSU portal under the "Employee Required Training Section". Failure to complete the required training could result in written warnings and restrictions being placed upon the accountholders purchasing activities.

The Accountholder is responsible for the security of this card and the transactions made against it. Any purchases made against the card will be the accountholder's responsibility to reconcile within the current guidelines. Use of the card for purchases not in accordance with established guidelines may result in personal liability.

Although the card is issued in your name or the Department's name, it is the property of the State of Kansas and is only to be used for official State Business as defined in this manual.

In the event a personal transaction is processed in error, immediate reimbursement is required from the accountholder.

Payment should be made in the Cashier's office in Jardine Hall Rm. 201

In addition, it is recommended that the account be cancelled if any subsequent personal purchases are made using the BPC card.

If a transaction is declined it does not automatically indicate an inappropriate use of the BPC. The top 6 reasons you could experience a decline may include but are not limited to the following:

last 4-digits of the card
Vendor's name
description of the items being purchased

Accountholder or Departmental Account name
total amount to be paid to the vendor and processing date
if it is an International purchase

For international purchases, contact the BPC Administrator at a minimum of 14 days prior to the travel event and include your travel information with dates and destination for reference. Also, include information as to when you will be processing your travel arrangements.

Keep in mind that your BPC card has (2) limitations that you need to be aware of. These limits are security controls for the account and play in important part in managing the risk of illegal access to your account. These limits are set by the Budget Officer and BPC Administrator upon the initial setup of the account. Requests for changes to account limitations will be processed only when submitted by the Accountholder or the Budget Officer.

The first limit is the monthly credit limit:

This is a cumulative amount up to the authorized limit that starts over at the beginning of every statement cycle. Your total purchases within one cycle cannot exceed this pre-set limitation or the transaction will decline. Requests for increases to the monthly credit limit require a written authorization from your Budget Officer. (Email is acceptable) Send your request to your Budget Officer, copy in the BPC Administrator and provide the details as outlined below. The more information you can provide the faster your request can be processed.

The second limit is the "per transaction" limit:

Every time you use your card, you cannot exceed this preset dollar amount or the transaction will decline. Requests for increases to the transaction limit require any additional authorization from your Budget Officer. Contact the BPC Administrator directly to process your request.

Be aware that an outside party could gain access to your BPC account number if a vendors Internet website is not secure.

1. Only use your card in a secure environment. (i.e., the address line in your browser starts with https://).
2. Use sites that include a BBB (Better Business Bureau) Accredited Business seal. The seal should link to a page confirming the business is BBB accredited. Be cautious if the seal is not linked to a BBB page confirming accredited business status, it could be a sign of unauthorized use of the trademark.
3. If you are not familiar with the online merchant, verify its reliability with outside organizations, such as the Better Business Bureau.
4. Know who you are doing business with before placing an order. Use Web sites that provide clear contact information. Example: phone number, address in the real world, a customer service contact for the company, as well as warranty, return and refund policy.
5. If an online purchasing website asks you to create an account with a password, you want to protect that password.
6. Use a different password for each website you use. This procedure will help you protect your BPC information if the password for a specific website is compromised.
7. Change passwords for online purchasing websites on a regular basis. This will help keep your online information more secure.
8. Do not provide personal information, such as your Social Security number, bank account information, personal phone numbers or your home address.
9. A website should have a privacy policy that explains how the merchant will protect your information. If you cannot find that policy, request it.
10. It is important to understand prices, shipping and handling charges, the terms of any product or service guarantees and the expected delivery date.
11. Double check your information to avoid ordering the wrong quantity or item.
12. Always verify the ship to location is accurate. It should include the Accountholder's name, the department name, building and room number.

When you receive your card;

- (1) Call the number to activate it
- (2) Sign the back of it immediately. The card is not valid without a signature.
- (3) Always keep it in a secure place
- (4) Register the account online on the banks website so that you can gain access to view your account activity.

Please Note: These instructions may change if the financial institution reconfigures their website.

Contact the BPC Administrator if you are unable to access the website:

www.commercialcardcenter.com

(This link works best when using Google Chrome or Firefox)

To register your account proceed with the following steps:

Step 1: Put your full 16 digit credit card number in the "register now" section and type the security phrase as shown.

Step 2: You will be prompted to input the last 4 digits of your SSN, the expiration date of the BPC account and your zip code associated with the account which is 67260. Sometimes it might ask you what the last payment amount is. The correct answer is zero.

Step 3: If you are using your work computer to log on then click "Yes" to enable the website to identify your

Under certain circumstances the cost of food/beverages and hospitality items can be considered an appropriate University expenditure.

Official Hospitality/Food Purchases as outlined in PPM 13.08 is used to refer to certain types of expenditures. Those expenditures are in connection with the presence of visitors to the campus for which the University bears the cost because the visit is demonstrably to the benefit of the university.

Official Hospitality expenditures may be for food, lodging, transportation, official entertainment or other directly related miscellaneous expenses provided to guests of WSU.

Does not pertain to faculty, staff or students when in travel status

Food and beverage expenditures for WSU faculty and staff are allowed in the following circumstances:

- a) Purchases supported by collection of fees (i.e. conference participation fee, event registration fee, banquet fee, etc.) These would be evidenced by the documented collection of fees (revenue) to be used for these costs.
- b) Purchases supporting an official business event (meeting, workshop, etc.) with the following requirements:
 - As evidenced by formal program agenda, statement of purpose, listing of participants

Alcoholic Beverages

Business Cards

Cash Advances

Construction, Renovation or Installation

Personal Items

Leases, Rentals of Real Estate

Purchases involving trade-ins or rebates

Weapons or Ammunition

Gifts and/or prizes for Employees and Gift Cards

Kansas Sales tax-when applicable

Personal Memberships

Items for which payment to other WSU departments and State Agencies that should be processed via IOTD or ICD forms

Office Supplies – without written prior justification from Central Supply (refer to PPM #15.02-Office Supply Storeroom)

Food and beverage purchases

