

WSU Business Procurement Card (BPC) Application (Return to Campus Box 12)

Applicant must be an employee of the State of Kansas in a non-probationary status.

\_\_\_\_\_  
Applicant Name (as listed in Banner)                      myWSU ID                      WSU Email Address

\_\_\_\_\_  
Department Name                      Off Campus Office Location                      Box #                      Last 4 digits of SSN

\_\_\_\_\_  
Work Phone Number                      Building                      Room No.

\_\_\_\_\_  
Supervisor Name & Title (unless applicant is Budget Officer)                      Supervisor's Phone Number

\_\_\_\_\_  
**Applicant Signature**                      **Date**

**To be completed by Budget Officer:**

**Type of Account Requested**

*See attached for summary*

**Visa Procurement Account**

**Visa Departmental Account-**

Assigned Departmental Account Custodian Required

**Carded-assigned to one person**

**Carded – Account Custodian Assigned**

**Cardless Option -Contract**

**Cardless – Account Custodian Assigned**

\$5K     \$10K     \$25K     \$50K (select one)

\_\_\_\_\_ Fund #                      \_\_\_\_\_ Org #

\_\_\_\_\_  
Department Name Assigned                      Departmental Account Custodian (print name) myWSU ID

\_\_\_\_\_  
Print Name-Budget Officer                      Signature-Budget Officer                      Date

**Required For Grant Funding ONLY:**

\_\_\_\_\_  
Print Name-Budget Review Officer                      Signature-Budget Review Officer                      Date

**For Internal Use Only**

\_\_\_\_\_  
Agency BPC Administrator                      Agency BPC Coordinator                      Date

Strategy Assigned \_\_\_\_\_ Date attended Training: \_\_\_\_\_

Additional Comments \_\_\_\_\_