

Appropriate P-Card Purchases

Goods and Services

Since there is a wide range of types of purchases for goods and services, there is not a “specific” approved list. Instead we give the definition of what an appropriate purchase is.

An Appropriate purchase is defined as “an Official University mission related purchase with a clear business purpose and that is made in accordance with the approved State of KS Statutes, KBOR Policies and Procedures and WSU Policies and Procedures.”

At any time if you have any questions or concerns as to what is allowed, please contact the Purchasing Office directly.

Enclosed are “suggested best practices” when requesting to purchase one of the following Commodities from the associated Department:

- Cell phones, telephones and related equipment
Contact Telecommunications at 978-3535
- Computers and related equipment
Contact ITS Helpdesk at 978-HELP or helpdesk@wichita.edu
- iTunes Apps (or any app that requires payment)
Contact the ITS Helpdesk at 978-HELP or helpdesk@wichita.edu
- All Software purchases
Contact the Director of Client Services at 978-3602
- Audio/Visual Equipment
Contact the Manager of Campus Media Services at 978-7775
- Office Supplies -For purchases that are made in accordance with WSU Policies and Procedures (PPM) #15.02
Contact Central Supply Services at 978-3545

Purchases at the Rhatigan Student Center (RSC)

The BPC Card is the preferred payment method at the RSC Book Store, Engraving Shop, Shocker Sports Grill & Lanes, all food establishments, and Event Services.

All existing rules related to food purchases apply. See “Official Hospitality and Food/Beverages purchases” on pg. 20 of the BPC Manual, for further instruction.

Official Hospitality and Food/Beverage Purchases

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
 - ✓ Serves as an essential/important ingredient for success, not merely an incidental enhancement
 - ✓ Serves a clear Wichita State University business purpose
 - ✓ Duration of event is in excess of 3 hours
 - c) Purchases that are supported by the approved use of student fees that are designated for the purpose of administering various student programs (i.e. campus visitor meals, graduation events, convocation, etc.)

Non-Per Diem Business Related Travel Expenses

Any University employee proposing to travel out-of-state on behalf of the University must first complete and submit a Pre-Approval report through Chrome River. *Prior to making any purchases related to the travel event, out of state travel requests must be submitted and approved.*

The Pre-Approval request will be reviewed by the employee's direct supervisor and approved by the funding Budget Officer. In situations where the traveler is also the funding Budget Officer, the Budget Officer Approval is implicit.

Upon finalization approval of the Pre-Approval, the employee may begin incurring expenses in association with the travel event. The Accountholder will need to contact the BPC Administrator directly to request an override for all International Purchases. Please include the dates of travel and when you plan to process your travel arrangements.

Common Expenses

- Airfare and Baggage check at Airport
- Miscellaneous Parking Fees
- Taxi, Shuttle or other Conveyance
- Vehicle Rental and Gasoline for Rental
- Lodging Accommodations
- Toll Fees
- Conference Registration Fees

Wichita State University detailed travel policies can be found on the WSU Travel Website at www.wichita.edu/travel State of Kansas Travel Information for Employees can be found at www.admin.ks.gov