



Business Procurement Card (BPC)
Program Procedures Manual

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TABLE OF CONTENTS

Part 1

Section 1 - BPC Program Contact Information

Purchasing Office	4
Financial Operations	4
UMB Bank Commercial Card Service Team	4

SECTION 2 - Introduction

General BPC Program Guidelines.....	5
-------------------------------------	---

Section 3 - Types of Cards

Individual BPC Accounts.....	6
Departmental BPC Accounts.....	6

Section 4 - BPC Card Usage Procedures

How To Obtain a BPC Card.....	7
Canceling a BPC Card	8
BPC Card Renewal.....	8
Inactive BPC Accounts.....	8
Failure to Use BPC Card	8
Reporting a Lost, Stolen or Misplaced BPC Card	8

Part 2

Section 5 - General Purchasing Policies

Improper Uses.....	9
Purchasing Supplier Contracts	9
Prior Authorization Forms.....	9
Processing Inter-Office/Inter-Agency Transactions.....	10
PayPal and other Consumer Website Purchases	10
Sales and Use Tax.....	10
Requirements for International Purchases.....	10

Section 6 - Accountholder Responsibilities

Personal Purchases	11
Declined Purchases	11
Requests for Changes to Account Limitations	12
Receipt of Goods and Services	13
Resolving Errors, Disputes, Credits and Returns.....	13
Documentation Requirements.....	14
Missing Receipts.....	14
Reconciliation of BPC Transactions.....	14

Part 3

Section 7 - BPC Card Security

Card Security Features	15
Best Practices for Using your BPC card on the Internet	16

Section 8 - Auditing

Auditing the BPC Program	17
Penalties.....	17
Program Participation Revocation	17

Section 9 - UMB Online Account Access

Instructions for to obtain On-Line Account Access.....	18
--	----

Part 4

Section 10 - Appropriate P-Card Purchases

Goods and Services	19
Purchases at the Rhatigan Student Center (RSC).....	19
Official Hospitality and Food/Beverage Purchases	20
Non-Per Diem Business Related Travel Expenses.....	21

Section 11 - Prohibited P-Card Purchases

22

Section 12- Additional Program Guidelines and Forms

Rental Vehicles.....	23
Methods of Booking a Vehicle Rental.....	25

BPC PROGRAM CONTACT INFORMATION

Purchasing Office

BPC Administrator **PCard Admin@wichita.edu**

- 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

BPC Coordinator **PCard Admin@wichita.edu**

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

Office of Purchasing Direct Number **316-978-3080**

Financial Operations - Accounts Payable Contacts

BPC Reviewer **accountspayable@wichita.edu**

- Official repository of all transaction and accounting documentation
- Review and reconcile all BPC transactions
- Audit for policy compliance & supporting documentation
- Verify Account Codes for all transactions

Travel BPC Reviewer **wsutravelfoffice@wichita.edu**

- Go to person for specific questions about Chrome River the online reconciliation program for BPC transactions
- Audits travel authorizations and reimbursement requests
- Provides technical guidance and training on travel and business procurement card payment procedures

UMB Bank Commercial Card Service Team

Dedicated for Accountholders **1-888-494-5141**
commercial.client@umb.com

Hours of Operation: Mon – Friday 7am – 7pm and Sat: 8am – 5pm

- To report Fraud or Lost/Stolen Account information
- Provide day to day support to Accountholders
- Balance and Availability inquiries
- Statement copy requests
- Contact BPC Administrator directly for assistance with changes to account limitations

Introduction

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.

General BPC Program Guidelines

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.

Types of Cards

As previously mentioned, we no longer have the different card types formerly known as the Standard card, the Enhanced card or the iTravel card. All former card types are now consolidated into one and purchases are either processed through the “Individual” account card type or the “Departmental” account card type.

Individual BPC Accounts

This card is issued to one specific WSU state employee. The person’s name listed on the card is the only person allowed to use it. The card is not allowed to be shared amongst other individuals. The individual BPC accounts are the recommended option for those traveling frequently that **prefer to process their own travel arrangements** and for the employee making business related purchases for the department. The individual BPC accounts are available as carded or cardless options. Some additional restrictions may apply depending upon which option is chosen.

Carded Option

- Allows for purchases of Commodities, Capital outlay items and Contractual Services
- In addition Official Hospitality and Non-per diem business travel related expenses are also allowed

Cardless Option

- Allows for purchases of commodities, capital outlay items and contractual services that are only available from the State of KS and WSU endorsed Purchasing contracts
- Travel related purchases are NOT allowed
- Due to special restrictions these purchases are subject to prior approval by WSU Purchasing office

Departmental BPC Accounts

An option for those WSU employee’s that do not have an individual BPC account and need an alternative payment source for business related purchases. When this card type is issued, it is issued to one specific Department at the request of the Budget Officer. The departmental BPC accounts are administered by a designated department employee known as the “Departmental Account Custodian” whom are also referred to as the Applicant or Accountholder.

- Only those authorized by the Budget Officer within the department are allowed to use the Departmental BPC Account.
- The Custodian of the Departmental Account will be the primary contact for account related issues and responsible for the following:
 - ✓ Communicating its appropriate usage to employee’s that are authorized to use the account
 - ✓ Help to resolve issues with declines or other problems
 - ✓ Process, track and reconcile transactions in Chrome River
- If the current designated Custodian for the Departmental Account leaves the University or transfers to a new department the BPC Administrator must be notified immediately. A new Departmental Account Custodian must be assigned by the Budget Officer and complete the training requirements.

The Departmental BPC accounts are available as carded or cardless options. They can be used for most purchases of commodities, capital outlay items, contractual services, official hospitality and non-per diem business travel related expenses. Some additional restrictions may apply depending upon which option is chosen.

Carded Option

- The recommended option for those traveling frequently that **prefer to process their own travel arrangements** 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

BPC Card Usage Procedures

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.

How to Obtain a BPC Card

- To obtain a card you must first complete a **BPC Application**. **The application can be found in the FORMS section on the Purchasing website at www.wichita.edu/purchasing.** Training is required for each applicant and Departmental Account Custodian. **Contact the BPC Administrator for assistance with instructions on access to the training.**

The BPC application requires the following information to be provided before it is submitted as completed:

- The Applicant fills out the top portion, signs it and forwards it to their budget officer for completion of the remaining sections.
- The Budget Officer is required to:
 - ✓ select the appropriate type of account from the options listed
 - ✓ select the desired monthly credit limit to be assigned
 - ✓ provide the funding information that will be assigned to the new account

The Budget Officer's signature indicates his/her approval of the new account requested. For accounts with Grant Funding, the Budget Review Officer's signature is also required.

- Forward the completed application to the Purchasing office Box 12
- After the BPC application is received and training is completed a new account will be created
- Please allow 7-10 business days for processing
- The BPC Administrator will notify the new Accountholder when the card is available for pick up
- Upon receipt of the new card, the Accountholder will be required to complete and sign the Accountholder Agreement Form
- When you receive your card, sign the back of it immediately and always keep it in a secure place.

The card issuer (UMB Bank) has implemented a card activation feature for all P-Cards. The activation number is the last 4 digits of the Accountholders social security number. This information is not used to access any personal credit information, it is used for security verification purposes only. This procedure includes new cards, normal expiration reissues, and replacements for damaged, lost or stolen cards.

Cancelling a BPC Card

Cards are canceled for any one of the following reasons: Employee separates employment; employee assumes different duties that no longer require the need for the use of the card or the employee moves to another department.

The return of BPC Cards to the P-Card Administrator should be incorporated into the exit interview process to ensure that "active" BPC cards are cancelled and properly accounted for. But ultimately, it is the accountholder's responsibility to notify the BPC Administrator that the card needs to be cancelled.

If the employee that moves to another department is required to obtain a card then they must complete a new BPC Application. The application must reference the fund and org for the new department and include the Budget Officers signature.

BPC Card Renewal

When a card is due to expire, it is automatically renewed by the issuing bank (UMB) and mailed to the BPC Administrator in the same month the account is set to expire. The BPC Administrator will notify the Accountholder when and where the replacement card is available for pick-up.

Inactive BPC Accounts

Requests to inactivate an account should be submitted when an Accountholder or Departmental Account Custodian is on a sabbatical or an account is otherwise inactive. The Budget Officer may request that the BPC Administrator suspend an active account for a predetermined period of time. When an account is suspended, the department Budget Officer shall retain physical possession of the card. Once the predetermined time period has passed, the Budget officer shall notify the BPC Administrator in writing to reactivate the BPC account.

Failure to Use BPC Card

An unused BPC card is considered a security risk. BPC cards that have less than 2 transactions per year or have been dormant for more than one year should be cancelled. If future usage is anticipated, it is recommended the account be deactivated until needed.

Reporting a Lost, Stolen or Misplaced BPC Card

If a BPC card is lost, stolen or misplaced contact the BPC Administrator immediately.

If the loss occurs after normal business hours or you are unable to contact the BPC Administrator directly, notify UMB Bank Accountholders dedicated line at 1-888-494-5141. Their hours of operation are M-F 7am to 7pm and Saturday from 8am to 5pm.

A new card will be automatically issued by the bank and sent to the BPC Administrator. The accountholder will be notified when and where the card will be available for pick-up.

General Purchasing Policies

Remember that you are committing university funds each time you use the BPC card. This is a responsibility that cannot be taken lightly. We have 3 different ways of processing payments. 1. Purchase requisition gets entered into Banner and then turned into a Purchase order. 2. An Invoice or ICD that payment is processed for in Chrome River and 3. The Business Procurement Card.

Improper Uses

Purchases that would not be allowed by other means (i.e. purchase requisition, purchase order, invoice or ICD) shall not be made using the BPC card. It is irrelevant the form of payment rather if it is an appropriate purchase. Orders charged to the card shall not be split in order to circumvent the following: any statutes, contracts, policies and procedures, the bidding processes or BPC preset account limitations.

Purchasing Supplier Contracts

Participation in the BPC program does not change the requirement that all purchases for commodities under state or local contracts must be made from contract suppliers. Information about Supplier Contracts can be found on the Purchasing website at www.wichita.edu/purchasing -click on the link - in this section and then select – Purchasing Supplier Contract Awards.

Prior Authorization Forms

In the instance when a desired purchase falls outside of the existing guidelines, Prior Authorization forms are required to be completed and submitted to the Purchasing office for approval prior to the purchase.

Prior authorization forms can be found on the Purchasing website at www.wichita.edu/purchasing - in this section – Forms. For instructions on how to complete the required documentation or any additional questions, contact the Purchasing Office directly at 316-978-3080.

The following are the requirements for completing the Prior Authorization forms used by the Purchasing Office.

Form #1: Sole Source Prior Authorization

Required when the following conditions apply: When the department believes there does not exist any competition for the goods or services they are wishing to purchase and the total delivered price exceeds \$9,999.00. The department representative or end user shall complete this form and sign it, avowing that they have taken due diligence to determine there are no other sources that can fulfill their requirements.

Form #2 Off Contract /State Use Waiver Prior Authorization Form

Required when the following conditions apply: A department representative finds a non-contracted source for a state or local contracted item that offers a considerable savings. The department is responsible for including information about the delivered cost of the non-contracted item they wish to purchase. They must show a comparison to that with the cost of that same item under contract. The comparison must list the absolute savings as well as the percentage of savings. In general, the guideline is to show a savings of 10% or \$100 minimum.

Processing Inter-Office/Inter-Agency Transactions

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.

PayPal and other Consumer Website Purchases

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 prohibited to use any personal account for WSU business related purchases.

Sales and Use Tax

As an agency of the State of Kansas, WSU is exempt from paying Kansas sales or use tax when both of the following conditions apply:

1. When we take possession of an item or use a service in Kansas
2. The vendor has a physical presence located in KS.

It is the Accountholder's responsibility to provide the tax exemption form to the vendor prior to the sale. They should also confirm sales tax have not been charged on any purchases when applicable.

When Kansas sales tax is inadvertently included in a transaction, Accountholders are required to obtain credit for the tax paid. If the sales tax charged is five dollars or less, departments are not required to obtain a credit. The sales tax-exempt certificate can be found on the Purchasing website at www.wichita.edu/purchasing click on - in this section – forms.

Requirements for International Purchases

Terms and conditions for ALL international purchases are required to be reviewed by the General Counsel's Office. This consists of but is not limited to: Contracts, agreements, MOU (memorandum of understanding), terms and conditions, purchase orders, quotes, and online "click-through" agreements. Contact gc.contracts@wichita.edu for more information.

In addition, all foreign vendors are required to undergo a "restricted party screening" to make sure the vendor has not been barred or sanctioned by U.S. Government. Contact compliance@wichita.edu for additional information and to request a restricted party screening.

For international travel related purchases, this process is initiated when travel requests are entered into Chrome River. When applicable, Accountholder's will be responsible for providing written documentation of the required approvals prior to requesting an override for an international purchase on the BPC card.

Accountholder's Responsibilities

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.

Personal Purchases

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.

Declined Purchases

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:

1. The card's Expiration Date and CVV code were entered incorrectly
2. You have exceeded the maximum preset "monthly credit limit" authorized for your account
3. You have exceeded the maximum preset "per transaction" dollar limit authorized for your account
4. The \$5,000 maximum threshold has been exceeded
5. It is an International Purchase
6. The Merchant Category Code (MCC), which is assigned by the credit card industry to the vendor processing the charge, is not included on the "Acceptable" List of Codes administered by the bank

If you experience a decline, do NOT call the vendor, do NOT call your Budget Officer, and do NOT call the bank: Contact the BPC Administrator directly for immediate assistance as most transactions can be resolved while on the phone.

When contacting the BPC Administrator, for the fastest resolution to the problem, include the following details:

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

Requests for Changes to Account Limitations

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 Account holder 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 **REQUIRES** 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 **DOES NOT** require any additional authorization from your Budget Officer. Contact the BPC Administrator directly to process your request.

The following information must be included when requesting an increase for either type:

- Indicate the type of limit you are requesting to be processed (example: monthly or per transaction)
- Indicate if you are needing the limit increased either "to" a specific \$ amount or "by" a specific \$ amount
- Vendor's name-(if more than one, list all)
- Item name and description of product you are purchasing
- Final dollar amount including shipping (aka final delivered price)
- Shipping date/transaction date
- Dates and location of International Travel and when the transactions will be processed

Changes to your account limitations are processed as **temporary only** unless otherwise stated and approved by the Budget Officer. Once the request is received and approved, the BPC Administrator will send a confirmation email with specific details of when the override will expire.

Receipt of Goods and Services

When placing an order, it is the Accountholder's responsibility to ensure the shipping information is correct. They must verify that it includes the Accountholder's name, the Department's name, building and room number. Shipment to a residential address is prohibited.

The Accountholder is responsible for ensuring the receipt of goods and materials and understands they will need to follow-up with the vendor directly to resolve any issues with delivery problems, discrepancies and/or damaged goods.

Resolving Errors, Disputes, Returns and Credits

The Accountholder is responsible for following up with the vendor(s) on any erroneous charges, credits/returns and disputed items as soon as possible. **Credit for items returned must be applied back to the account.** Cash refunds, in-store credits or rebates are not acceptable. When corresponding with the vendor, Accountholders are strongly encouraged to communicate in writing in order to establish a written trail of communication (i.e. email, letter, etc.). If the Accountholder is unable to reach an agreement with the vendor, the next step is to contact the BPC Administrator.

The BPC Administrator may request that the Accountholder complete a VISA Purchasing Card Dispute Form and provide all supporting correspondence via inter office mail. The BPC Administrator will forward the dispute form along with the associated backup information to UMB Bank in an encrypted email for resolution with the vendor. Disputes must be filed within 60 days from the date of the last statement cycle in which the item was posted.

Examples of disputed claims are: failure to receive goods or materials, altered charges, defective merchandise, incorrect transaction amounts, duplicate charges or credits not processed. Visa does not allow disputes to be filed on sales taxes.

Documentation Requirements

When reconciling your transactions you must follow the required documentation guidelines:

- A receipt is required for EVERY purchase. If you do not have a receipt you will be directed back to the vendor to obtain one.
- Receipts must include the vendor's name, the date of purchase, complete itemized description, cost of each item purchased and the total amount. If your receipt is not itemized you will be directed back to the vendor to have it corrected.
- For returned or credited purchases documentation that explains each item returned or exchanged is required. This can be in the form of a vendor receipt, written statement accompanied by the receipt for the original purchase, or a completed Certified Statement for Receipts form. Cash refunds or rebates are not acceptable.
- For auditing purposes: Always provide a written detailed description of each purchase and include the business purpose.
- When purchasing commodities from a contracted Vendor it is a requirement to include the vendor's contract number. Contract numbers can be found on the Purchasing website under "Purchasing Supplier Contract Awards". For assistance, contact the Purchasing Office or email [PCard Admin@wichita.edu](mailto:PCardAdmin@wichita.edu)
- Additional required documentation: Documentation for any purchases that require an additional authorized approval must be included. An example would be an approved sole source prior authorization form, an approved off contract prior authorization form, or any written documentation from the BPC Administrator or the Purchasing office that is giving approval for the purchase that is outside of the normal procedure.

Missing Receipts

In rare instances where a receipt is lost or an itemized receipt is not available from the vendor, the Accountholder may complete and submit the "Certified Statement for Receipts" Form. For more information about the Certified Statement form contact the Accounts Payable office. Any purchases deemed personal will be immediately due to the University. Payment should be made in the Cashier's office in Jardine Hall Rm. 201. Repeated instances of undocumented or inappropriate purchases, may result in termination of the account.

Reconciliation of BPC Transactions

It is the Accountholder's responsibility to ensure all BPC transactions are supported by the appropriate documentation and submitted according to the published processing due dates. Failure to comply with BPC program guidelines may result in suspension or cancellation of BPC privileges. Transactions made using the BPC Card are reconciled through Chrome River, a program administered through Financial Operations.

Reconciliation is required to be completed by the 5th business day after the statement cycle end date. Specific dates are listed on the Chrome River landing page. For further instructions and training opportunities contact wsuttravel@wichita.edu or accountspayable@wichita.edu.

BPC Card Security

Card Security Features

In an effort to minimize the threat of fraudulent activity and to help protect the University, the following security measures have been incorporated into the BPC card program:

1. The card's Expiration Date and CVV code
2. Maximum preset "monthly credit limit" authorized for your account
3. Maximum preset "per transaction" dollar limit authorized for your account
4. Additional overrides are required for the following situations:
 - a. Purchases over \$5,000
 - b. International Purchases
 - c. Declines due to unapproved MCC code

As an Accountholder, it is your responsibility to keep your credit card information secure. The following are some high risk area's to be mindful of:

- Account numbers must be safeguarded against usage by unauthorized individuals in the same manner you would secure your own personal credit card
- Transmitting complete credit card information electronically via fax or regular email is not allowed. Dropbox is a University acceptable form of transmitting your credit card information securely.
- In a non-secure environment, it is recommended that you only provide the last four digits of the account number and request the vendor contact you by phone to provide the remaining account information
- Credit card information given over the phone. Know who you are doing business with before placing an order.

It is highly recommended that the Accountholder log on to the bank's website (www.commercialcardcenter.com) periodically throughout the statement cycle period to review their account activity. Contact the BPC Administrator immediately if you suspect fraud or abuse.

Best Practices for Using your BPC on the Internet

As written by the State of KS BPC Administrator –Tim Hund

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.

Auditing the BPC Program

WSU Financial Operations will review all transactions and supporting documentation to ensure the State of Kansas Policies and Procedures, and WSU Policies and Procedures are followed.

Wichita State University Internal Auditing department may conduct periodic audits to determine compliance with BPC Policies and Procedures.

WSU Purchasing Office reserves the right to conduct random audits of accounts throughout the program to ensure compliance with Purchasing policies and procedures.

If abuse is found during these audits your card privileges may be revoked. Any offenses will be documented and kept on file.

Legislative Division of Post-Audit has the authority to initiate audits on demand and at the direction of the Legislative Post-Audit Committee.

The State of KS Department of Administration, or their agent, is also responsible for auditing the agency's BPC transactions on an annual basis. This is to ensure compliance with all applicable accounting and purchasing statutes, regulations and policies in the operation of the BPC Program.

The Kansas Open Records Act is applicable to all purchases made within this program. Only the credit card numbers are confidential.

Penalties

Obtaining a BPC card is a privilege and it is required to be used appropriately. The Accountholder is held responsible for any misuse and/or abuse of BPC privileges. Failure to follow the Policies and Procedures of the BPC program as outlined in this document, could result in written warnings and restrictions being placed upon the departments purchasing activity. Flagrant abuse may result in account suspension/termination or possible criminal prosecution.

Buying from established contracts, providing supporting documentation, reconciling transactions in a timely manner are all critical elements to a successful University-wide card program.

Program Participation Revocation

Use of the BPC Card may be restricted or cancelled if any of the following occur.

- Unauthorized User
- Unauthorized Purchase
- Missing processing deadlines related to documentation guidelines
- Insufficient Itemized Receipts

Instructions for UMB On-Line Account Access

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 computer.

Step 4: Member Registration Select a user name and password as directed. The email information should populate automatically (it was removed here for training purposes).

Step 5: Once the account has been authenticated you may Log on to view your account activity.

If you forget your username and/or your password, just repeat the steps as listed above to reset the account access.

If you have problems contact the BPC Administrator

During the initial set-up process of your account, the statement delivery option is set to default to Paper Only. Prior to issuing the card, the BPC Administrator, will change this option to the Paper and Electronic. You will receive an initial email notification thanking you for signing up for electronic consent. Assigning the statement delivery method in this format, sets up the account to archive your statements.

When each statement cycle period closes you will receive an electronic notification. This gives you the opportunity to log in to review your statement up to 5 business days before the paper statement arrives.

The BPC Administrator recommends logging into your account periodically through-out the month to monitor the account activity and verify no fraudulent activity has taken place.

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

Prohibited P-Card Purchases

Improper uses of the BPC account consist of but are not limited to the following:

- 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 that pertain to faculty, staff or students when in travel status or any gathering where the food/beverages are merely a hospitality event
- Food and beverages provided in a largely social unstructured setting, such as receptions, parties or gatherings that do not serve a clear business purpose
- Business Travel and related expenses
 - a) Gasoline for personal vehicles (WSU employee is reimbursed mileage)
 - b) Excessive Baggage (More than 1 bag is not allowed without written justification)
 - c) Lodging Incidentals – Room service, personal phone calls, movies, laundry, miscellaneous personal charges, and any charges not considered reimbursable under the State Travel Expense guidelines.

Travelers are encouraged to provide a personal credit card for lodging incidentals upon check-in. A hold for additional incidental fees will be assigned to whichever card is presented. The hold for the additional funds are released upon check out.

Additional Program Guidelines

Rental Vehicles

- When using a WSU issued BPC card, VISA provides protection from collision damage liability when renting automobiles, mini-vans and sport utility vehicles.
- Employees should choose to decline the Loss Damage Responsibility Waiver (LDW) when renting these types of vehicles from the contract vendor. The Loss Damage Responsibility Waiver (LDW) is referred to elsewhere in the rental car industry as Collision Damage Waiver (CDW).
 - Please note that protection from collision damage liability is only provided by VISA when the person driving the vehicle is listed on the rental agreement with the car rental company. If multiple drivers are anticipated, those drivers must be included on the rental agreement in order for your agency to have protection from collision damage liability.
- VISA does not provide protection from collision damage liability when renting large size passenger vans, pickups, or cargo vans. However, Collision Damage Waiver (CDW) protection is included in the statewide contracted rates for those vehicles.
- Claims for damage to rental vehicles should be reported to VISA as soon as possible after an accident or damage occurs. For further information, refer to Vehicle Rental Accident Procedures on the WSU Accounts Payable - Travel website.
- When reserving a vehicle with a State issued BPC, be sure to reference the applicable designated discount number for State of Kansas contracted rates.
- Individual Accountholders are only allowed to pay for 1 vehicle rental, the one they are driving, and must be listed as the primary driver on the rental agreement.
- Vehicle rentals will require the individual Accountholder to present the BPC card at the time of the pick-up and to fill up the vehicle prior to returning it to its original location.
 - Departmental Accounts- (carded or cardless) are required to request a **Confidential** billing number from the contract vendor. At Enterprise the confidential number is referred to as an Applicant number and at Hertz it is referred to as the CDP number. The BPC Administrator will send the documents required to complete this process to the Departmental Account Custodian.
- When the department is using the Agency Travel agent primarily to process their travel arrangements. A completed "Customer Profile Sheet" must be submitted to the travel agency. Due to the sensitive information included on the form it is required to be submitted in a secure environment.
- When the Departmental Account is used to process vehicle rental reservations, the Traveler is only required to show a driver's license at the time of pick-up.
- For all other travel expenses not processed on the Departmental card, Travelers will be required to pay with own funds and submit for reimbursement from the Department (tolls, gas etc.)

Should the BPC card decline regardless of the card type:

- The traveler will be required to pay for the car rental plus insurance for one day and submit the receipt to their department for reimbursement.
- If the travel event lasts more than one day, then the traveler will need to contact the BPC Administrator to request help with resolving the issue.
- Once resolved, the remaining number of travel days can then be applied to the BPC card and relieve the traveler from this financial responsibility.

It is important to remember

- When you are picking up your rental vehicle, they are authorizing your card for an additional amount. For Enterprise its \$250 and for Hertz it's \$200.
- The “per transaction” limits and monthly credit limits on your account need to be set high enough to include this authorized amount in addition to the rental charges or the transaction will decline.
- Upon return of the vehicle the final amount is processed and billed.
- The additional “authorized” amount will be removed. The price for just the rental and any additional related expenses will be processed on the payment source tied to the rental.

Methods of Booking a Vehicle Rental

- Contact the agency travel agent - Sunflower Travel 1-316-733-2753 or send email to loleary@sunflowertravel.com
 - Keep in mind that the travel agency charges \$26.50 for every airline that is processed and \$10 for every car rental that is processed.
- Directly through this link also available on the Purchasing Website
 - ✓ [Enterprise Summary Page](#)
 - ✓ [Hertz Summary Page](#)
- Call Reservations Hotline
 - ✓ Enterprise 1-800-264-6350
 - ✓ Hertz 1-888-704-4473
- Online access at www.enterprise.com or www.hertz.com
- Walk-In to your nearest local Enterprise or Hertz location
- Be sure to reference the discount numbers to ensure you are getting State of KS contract rates

Enterprise

Use discount # - XZ51WSU - use when renting a Car, Minivan or SUV

Use discount # - XZ51WSC - use when renting a Truck, Cargo or 15 Passenger Van

Hertz

Use discount # - 1978737 regardless of which type of vehicle you are renting