

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 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 can be used for in-store purchases as well as mail, internet, phone, or fax orders. 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 complements the existing processes and it 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 original 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.