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BPC PROGRAM CONTACT INFORMATION

Purchasing Office

Agency BPC Administrator ........................................................................................................ 978-5185
PCard Admin@wichita.edu

- General information regarding the BPC program
- Requesting changes to your account
- Adding new accounts
- Checking account balances
- Verifying valid purchases to the state of Kansas Laws and Regulations
- Resolution of rejected purchases
- Training of new Accountholders

Agency BPC Coordinator ........................................................................................................ 978-3782
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 .................................................................................................................. 978-3080

Financial Operations and Business Technology

Agency BPC Reviewer ............................................................................................................. 978-3070
accountspayable@wichita.edu

Agency Travel BPC Reviewer ................................................................................................. 978-3070
wsutraveloffice@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

WSU Travel Office ..................................................................................................................... 978-3070
wsutraveloffice@wichita.edu

- Go to person for specific questions about current Chrome River program
- Audits travel authorizations and reimbursement requests
- Provides technical guidance and training on travel and business procurement card payment procedures
Introduction

Wichita State University is a participant in the State of Kansas and UMB Bank VISA Purchasing Card program. It is a component of the State of Kansas Business Procurement Card (BPC) Program and is subject to all program requirements therein. 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 Account holder’s social security number. This personal information is not used to access any credit information.

Eligible applicants are defined as full, part-time, temporary faculty/staff or student employees and that are defined as a current WSU State of KS employee. Through the application process, the Budget Officer of the funding department is responsible for the approval of each new account requested and any current cards associated to the budget officer.

While the credit card itself will allow for all types of purchases (example: goods and services, official hospitality and travel), the allowed purchases specifically authorized for the new applicant and/or current Account holder are determined by the applicant’s Budget Officer. It is the responsibility of the Budget officer to communicate any restrictions over and above that of the program restrictions to the Account holder.

Applicants are required to complete a training session prior to receiving the account information. Sessions are available through the myWSU training portal. Search for BPC and find a session that best fits your schedule. Upon completion of required training, the new Account holder will be required to sign a cardholder agreement form when the card information is received.

General Guidelines

The BPC is an additional resource that can be used for “appropriate” purchases as needed in the daily course of business.

Appropriate charges are defined as an “Official University mission related purchase with a clear business purpose”. Regardless of the final funding source assigned to the expense, all purchases shall comply with State of KS Statutes, KBOR Policies and Procedures and WSU Policies and Procedures. You can find more information about the guidelines on the Purchasing website www.wichita.edu/purchasing - in this section – WSU Purchasing Processes – General Overview.

Purchases that would not be allowed by any other means (i.e. purchase requisition, purchase order, ICD) shall not be made using the BPC. Orders charged to the card shall not be split in order to circumvent statutes, contracts, policies, bidding processes and/or transaction limitations.

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 contract suppliers is available on the Purchasing website www.wichita.edu/purchasing or by contacting the Purchasing office directly at 316-978-3080.

The BPC can be used to process in-store purchases as well as mail, internet, phone or fax orders. It is likely that any merchant you currently utilize as a source for commodities will accept the BPC. However, due to certain restrictions, some attempts to purchase goods from a merchant through the use of the BPC may be declined. If you receive a decline, contact the BPC Administrator at PCard Admin@wichita.edu.

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

- Personal purchases, prohibited items, intentionally splitting orders in order to avoid the bidding process or preset monthly/per transaction limitations, purchasing items from a non-contract vendor when available from State or local contracts without written prior approval, purchasing office supplies from outside vendors that are available thru Central Services, or purchasing items from other WSU Departments or State Agencies.
- With the exception of the Departmental Accounts, BPC cards are issued in the specific State employees’ name, on the BPC application, to insure responsibility of the use of the card
- A BPC card should only be used by the employee to whom it was authorized.
- Violation of this requirement may result in immediate termination of the individual’s account.

The Account holder and/or Departmental BPC Custodian are held responsible for any misuse and/or abuse of BPC privileges. Improper use may result in restrictions being placed upon the departments purchasing activity. Flagrant abuse may result in account suspension/termination or possible criminal prosecution.
How to Obtain a BPC Card

Applicant must be an employee of the State of Kansas who are not in a non-probationary status. The BPC application can be found on the Purchasing website at www.wichita.edu/purchasing

- The BPC application requires the Budget Officer to indicate
  - the appropriate monthly credit limit
  - provide the Banner Fund and Org number to be assigned to the account
  - select the appropriate types of account authorized for the new applicant
  - Purchasing will use this information to set the “per transaction” limitations for the account type

- BPC Training for the Accountholder and Account Delegate are a prerequisite to the card being issued.

- After the BPC application is received and training is completed, the BPC Card will be issued.

- The BPC Administrator will notify the new Accountholder, via email, when the card is available.

- The new Accountholder will be required to read and sign the Accountholder Agreement Form.

How to Cancel a BPC Card

If an employee leaves the department or assumes different duties that no longer require the use of the BPC card, the department is responsible for retrieving the card and notifying the BPC Administrator.

If an employee moves to another department, the current card is canceled and the employee must request a new card under the fund and organization code of the new department by completing a BPC Application.

To request any other changes to the BPC account, use the BPC Account Change Request Form and forward to Box 12 for processing.

Card Renewal

Cards are automatically renewed and mailed to the BPC Administrator in the same month the card is due to expire. The BPC Administrator will notify Accountholder when the card is available for pick-up from the Purchasing office.

Inactive Accounts

If an Accountholder is on sabbatical, or the account is otherwise inactive, the Budget Officer may request that the account be suspended for a predetermined period. When an account is suspended for this reason, the department Budget Officer shall retain physical possession of the card. Upon the employee’s return, the Budget officer shall notify the BPC Administrator in writing to reactivate the account.

How to Report a Lost, Stolen or Misplaced Card

If a BPC card is lost, stolen or misplaced immediately contact the BPC Administrator, ext. 5185 or by email PCard Admin@wichita.edu to have your account closed.

If the loss occurs after normal business hours or you are unable to contact the BPC Administrator, please notify UMB Bank Security at 888-494-5141 (24hrs a day; 7 days a week) and the BPC Administrator PcardAdmin@wichita.edu when the Purchasing office re-opens for business.

A new card will automatically be issued by the bank and sent to Purchasing. The BPC Administrator will notify the Accountholder when the card is available for pick-up in the Purchasing office.
**PayPal Purchases**

When using PayPal, it is required that you set up an account that is reflective of the Department’s name, billing address and shipping information. It is prohibited to use a personal PayPal account.

**Sales and Use Tax**

Wichita State University, as an agency of the State of Kansas, is exempt from paying Kansas sales or use tax per KSA 79-3606(C) when the following conditions apply:

- When we take possession of an item or use a service-in Kansas
- The vendor has a physical presence located in Kansas

When Kansas sales tax is inadvertently included in a transaction, departments are required to obtain credit for tax paid. Accountholders are strongly encouraged to make all requests for a refund of sales tax in writing (email, letter, etc.).

If the sales tax inadvertently included with the transaction is five dollars or less departments are not required to obtain a credit for the tax paid. Enclosed is the WSU Tax Exempt Certificate and can be found at www.wichita.edu/purchasing

**BPC Card Security**

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

- With the exception of the Departmental Accounts, only the person named on the individual account is allowed to use it (undisputable cardinal rule) –
- All card types and account numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card.
- The card’s Expiration Date and CVV code-when entered incorrectly the transaction will decline
- Approved list of Merchant Category Codes-contact the BPC Admin for more information
- Maximum monthly dollar credit limit-when exceeded the transaction will decline
- Maximum per transaction dollar limit-when exceeded the transaction will decline
- Maximum number of transactions per day-is limited to 10
- Multiple transactions processed by same vendor/same day will cause alert (i.e. same vendor/same order/different Shipping dates)
- The billing address and zip code is the campus address. This information is located on your BPC Statement.

**Security Awareness**

As an Accountholder, you are responsible to keep your credit card information secure. The following are some high risk area’s to be mindful of:

- Credit card information given over the phone
- Unsecured websites display as http:// **A secure website address must contain https://**
- Transmitting complete credit card information electronically via fax or email. If you must communicate this way, only provide the last four digits and then contact the vendor by phone to provide the remainder of the account information.

It is highly recommended that the Accountholder log on to the bank’s website (www.commercialcardcenter.com) to review their account activity periodically throughout the statement cycle period.
**Best Practices for Using your BPC on the Internet**

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

1. Only use your card in a secure environment. (i.e., the address line on 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 that 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 an online merchant, verify its reliability with outside organizations, such as the Better Business Bureau (http://www.bbb.org/ and http://www.bbbonline.org/).

4. Know who you are doing business with before placing an order. Use websites that provide clear contact information (phone number, address in the real world, 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, protect that password.

6. Use a different password for each website you use. This procedure will help protect your BPC if the password for a specific website is compromised.

7. Change passwords for online purchasing websites on a regular basis.

8. Do not provide personal information, such as a Social Security number, bank account or personal phone numbers or home address.

9. A site should have a privacy policy explaining how the merchant will protect your information. If you cannot find that policy, request it.

10. 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 item or quantity.

12. Always verify the ship to location is accurate. It should include the Account holder's name, department name, and building and room number.
Accountholder Responsibilities

It is the Accountholder’s responsibility to understand and comply with all WSU policies and procedures and State of Kansas policies and procedures. Accountholders are responsible for monitoring the appropriateness of charges, which appear on the accounts they are responsible for.

Receipt of Goods and Services

The Accountholder is responsible for ensuring the receipt of goods and materials and will follow-up with the vendor to resolve any delivery problems, discrepancies and damaged goods.

Orders charged to the card may not be split in order to circumvent statues, contracts, policies or transaction limitations.

It is the Accountholder’s responsibility to ensure the shipping information is correct and includes the Accountholder’s name, Department, building and room number. Shipment to a residential address is prohibited.

Resolving Errors, Disputes, Returns and Credits

The Accountholder is responsible for contacting and following up with the vendor on any erroneous charges, credits or returns and disputed items as soon as possible. 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 to the BPC Administrator. The dispute form and associated backup will be forwarded to UMB Bank for resolution with the vendor. The bank must be notified of any disputed items within 60 days from the date of the last statement cycle in which the item was purchased.

Examples of disputed claims are failure to receive goods or materials, fraud or misuse, altered charges, defective merchandise, incorrect transaction amounts, duplicate charges, credits not processed, etc. You cannot file a dispute on sales taxes.
Declined Purchases

Accountholders may experience a declined transaction. Reasons may include:

1. Purchase exceeds the $5,000 threshold
2. Purchase exceeds the monthly and/or transaction limit established for the card
3. Merchant category code not included on WSU’s acceptable list of codes
4. Incorrect expiration date, CVV, or address was entered
5. International Purchase

If your purchase is declined with a vendor, contact the WSU BPC Administrator at PCard Admin@wichita.edu

To help us resolve the problem, include the following details in your email:

- last 4-digits of the card
- Vendor’s name
- description of the purchase
- Accountholder’s name
- amount to be paid to the vendor and processing date
- if it is an International purchase

Requests for Changes to Account Limitations

Your WSU BPC card has a predetermined “monthly credit limit” and “per purchase transaction limit” that are set by the Budget Officer and BPC Administrator. The accounts are set to cycle on the 7th calendar day of every month. So on the 8th day your original assigned monthly limit is restored unless other arrangements have been made.

Requests for increases to the “monthly” credit limit requires a written authorization (email is acceptable) from the Budget Officer.

Requests for increases to the “per transaction” limit do not require any additional authorization. Contact the BPC Administrator directly to process a request to increase the “per transaction” limit on your account.

Accountholders should send an email to the appropriate contact person/people and include the following information when requesting an increase for either type:

- Limit type and amount of increase requested
- Vendor’s name-(if more than one, list all)
- Item name and description
- Final dollar amount including shipping
- Shipping date/transaction date (if known)

Changes to the accounts pre-set limitations are processed as temporary only unless otherwise stated and approved by the Budget Officer. Once the increase is processed, the BPC Administrator will send a confirmation email with specific details of the request.
**Documentation Requirements**

- Itemized vendor’s receipt, invoice or receipt from website
- Receipts must include the vendor’s name, date of purchase, complete itemized description, cost of items purchased and the total amount of the purchase
- Credit receipt (for returned or credited purchases)
- *Always include a written detailed description of the purchase*: Specific detailed information will need to be included for auditing purposes.
- *When purchasing commodities from a contracted Vendor include the contract number*: Contract numbers can be located on the Purchasing website under “Purchasing Supplier Contract Awards”. For assistance, contact the Purchasing Office or email [PCard Admin@wichita.edu](mailto:PCard Admin@wichita.edu)
- *Additional required documentation*: Documentation for purchases that require additional prior approval must be included. (example: sole source prior authorization form, off contract prior authorization form, and any emails from the BPC Administrator or the Budget officer of said department associated with the charge (i.e. Registrations for conferences and seminars) giving special permission that does not require a form to be completed)

In rare instances where a receipt is lost or an itemized receipt is not available from the vendor, the Accountholder may complete the “Certified Statement form” and submit it with the BPC log. Any purchase deemed personal will be immediately due to the University. Repeated instances of undocumented, inappropriate purchases, late or incomplete log sheets, may result in termination of the account.

Transactions made using the WSU BPC are processed through Chrome River a program administered through Financial Operations. For further instructions and training opportunities contact them at [wsutravel@wichita.edu](mailto:wsutravel@wichita.edu) or [accountspayable@wichita.edu](mailto:accountspayable@wichita.edu)
Auditing

**Auditing the BPC Program**

WSU Financial Operations will review all transactions and supporting documentation to ensure the State of Kansas policies and procedures and Wichita State University 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 rules and regulations.

If abuse is found during these audits your card may be revoked. Any minor 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. [http://accesskansas.org/srv-postaudit/start.do](http://accesskansas.org/srv-postaudit/start.do)

The Department of Administration, or their agent, is also responsible for auditing the agency’s BPC transactions on an annual basis to ensure compliance with all applicable accounting and purchasing statues, 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 is a privilege and it is required to be used appropriately. Failure to follow the policies and procedures of the University and the BPC program could result in written warnings, cancelation of the card and disciplinary or criminal action. Buying from established contracts, providing supporting documentation, reconciling transactions in a timely manner, etc. are all critical elements to a successful University-wide card program.

**Program Participation Revocation**

Additional notices may periodically be sent to the Accountholder. Use of the Procurement 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) Sign the back of it immediately. (Do not put “See ID”) The account is not valid without a signature.
(2) Always keep it in a secure place
(3) Register the account on the banks website. Following the instructions below.

Registration of your account gives you online access to view your statement and current transactions.

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

Contact the WSU Office of Purchasing if you are unable to access the website:

https://www.commercialcardcenter.com
(This link works best when using Google Chrome or Firefox)

Step 1: Put in your full 16 digit credit card number in the “register now” section
Step 2: Select a password
Step 3: Return to front page to “Sign In”
Step 4: Log on to view account

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 Admin.

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

In the “Register Now” section put in your full 16 digit credit card number and click submit. Once you have completed the registration, you will return to the front sign-in page to access your account. If you happen to forget your user name or password, just repeat this exercise as they do not have a “forgot password” button. If you have any problems with this process, please contact the BPC Administrator.
WSU BPC Account Types

1. Visa Procurement Accounts

A. **Carded Option**-*assigned to one person only* (previously known as Standard; Standard Plus; Enhanced; iTravel) To be used for most purchases of commodities, capital outlay items and contractual services including travel expenses. (Excluding incidentals and any expenses that would be considered reimbursable as per-diem).

1. Primary option recommended for the Frequent traveler that makes his/her own travel arrangements or for the employee making business related purchases for the department
2. Accounts are set up in Applicant’s name for department business related purchases. Only the person named on the card is allowed to use it.
   - Rental car companies will require card be presented at time of pick-up
   - Traveler will use BPC to pay for gas upon return
   - Should the card decline and until the issue can be resolved, the traveler will be required to pay for the car rental plus insurance for one day and submit to their department for reimbursement

Standard monthly credit limits options: 10K, 15K and 25K (additional limits available with VP approval)
Per transaction limitations are capped at $5,000 per purchase without additional approval

B. **Cardless Option**-*assigned to one person only* (previously known as the Contract Card)

1. To be used ONLY for purchases of commodities, capital outlay items and contractual service items made in accordance with approved WSU and State Procurement Contracts, subject to approval by WSU Purchasing.
   - Accounts are set up in Applicant’s name for department business related purchases. Only the person named on the card is allowed to use it.
   - No Travel is allowed

Standard monthly credit limit is $50,000, transaction limits are set as the same as the monthly limit.

2. Visa Departmental Accounts –**NEW!**

A. **Carded Option** – To be used for purchases of goods, services, business travel related expenses (conference registrations, lodging accommodations, airfare and other conveyances. Excludes: incidentals and any expenses that would be considered reimbursable as per-diem).

1. Primary option recommended for the Infrequent traveler that makes his/her own travel arrangements
   OR
2. For the employee making occasional business related purchases for the Department
B. **Cardless Option** – To be used for purchases of business travel related expenses (conference registrations, lodging accommodations, airfare and other conveyances. Excludes: incidentals and any expenses that would be considered reimbursable as per-diem).

1. **Primary Option recommended for the department that has a designated person to processes the Department’s travel**
   - Accounts are set up in requested WSU Department name and must be kept in a secure place when not in use
   - For either the carded or cardless option - A department employee is designated by the Budget Officer as the “Custodian” of the Departmental Account and will be the primary contact for declined purchases
   - The Custodian of the account is responsible for its appropriate usage, tracking purchases and reconciliation of the transactions in Chrome River
   - The Custodian of the Departmental Account is required to attend a BPC training session
   - If the Custodian for the Departmental Account leaves the University or transfers to a new department P-Card Administrator must be notified
   - The Departmental card – can be “checked out” to a department employee to process a business related department and travel purchases
   - Hotels will require a “credit card authorization form” be completed when the original card will not be presented upon check-in.
   - Once the transaction(s) is/are completed, the card is returned, along with the receipt(s), to the Departmental P-Card Account Custodian
   - A departmental procedure must be established for tracking departmental p-card usage. (sample attached)

Standard monthly credit limits options: 10K, 15K and 25K
Per transaction limitations are capped at $5,000 per purchase without additional approval

**Rental Cars:**
- Departmental Accounts- (carded or cardless) are required to request a confidential billing account number from the contract vendor - Enterprise and an applicant number from the contracted vendor- Hertz.

- The contract vendor(s) will then provide the agency with the vendor’s internal account number that is associated with the Departmental Account. The assigned confidential departmental billing account number that coincides with the prospective contracted rental vehicle vendor should be referenced by the Traveler and/or the Departmental Custodian when processing reservations for vehicles

- Departmental Account Custodian must then complete a “Customer Profile Sheet” and submit to Sunflower Travel in a secure environment for use when Agency Travel agent is processing travel arrangements for the Department.

- 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

- Travelers will be required to pay for all other travel expenses not processed on the departmental card (tolls, gas etc.) with own funds and submit for reimbursement from the Department
Appropriate P-Card Purchases

1. **Goods and Services**
   Before processing a purchase for any commodity, contractual service or capital outlay; as the Purchasing PPM Chapter 14 dictates, you are required to verify the item(s) are not available on a Purchasing Contract. This information can be found here on the www.wichita.edu/purchasing or by contacting Purchasing directly at 316-978-3080.

   Purchasing an item from a non-contracted vendor that is also available from a contracted vendor requires written prior approval. Your completed request for an “off contract prior authorization” form with corresponding quotes from both vendors, must be submitted to the Purchasing Office for approval prior to the purchase.

   Purchases for items that are over $10K that are not available from a contracted vendor must go out for Bid by the Purchasing Office. If the item is only available from one source then the “sole source prior authorization” form must be completed and submitted to the Purchasing office for approval prior to the purchase. The two prior authorization forms can be found on the Purchasing website under the forms section.

   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.

   **When requesting to purchase one of the following Commodities**
   **Below are the “suggested best practices” from the associated following Departments**

   - Contact Telecommunications at 978-3535
     - Cell phones, telephones and related equipment
   - Contact ITS Helpdesk at 978-HELP or helpdesk@wichita.edu
     - Computers and related equipment
     - iTunes Apps
     - Software
   - Contact Campus Media Resources Center at 978-7775
     - Audio/Visual Equipment
   - Office Supplies purchases made in accordance with WSU Policies and Procedures (PPM) #15.02 For more information contact Central Supply Services at 978-3545

2. **Official Hospitality**
   - Hospitality or Entertainment (Hospitality purchases are appropriate if the following requirements have been met: In compliance with PPM #13.08 Expenditures for Official Hospitality and University Business and PPM #20.16 Food and Beverage
   - Food purchases are acceptable for agencies with persons under their care including, but not limited to: Students – higher education institutions and residential education facilities; In addition, food purchases are appropriate if fees are collected for the purchase of food from meeting attendees or if food items are purchased for classroom / research use.)
   - Food purchases that would be considered as reimbursable as per-diem are not allowed
   - Alcohol is excluded

3. **Travel** – common related expenses
   - Airfare
   - 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
Prohibited P-Card Purchases

- 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
- Gift Cards
- Kansas Sales tax-when applicable
- Personal Memberships
- Office Supplies – without justification from Central Services (refer to PPM #15.02-Office Supply Storeroom)
- Purchases from the Rhatigan Student Center Bookstore
- Items for which payment should be processed via inter-fund/inter-department/inter-agency voucher (e.g., items purchased from Kansas Correctional Industries, etc.).

Travel and Travel related expenses

  a) Employee’s meals (WSU employee is reimbursed per-diem)
  b) Gasoline for personal vehicles (WSU employee is reimbursed mileage)
  c) Excessive Baggage (More than 1 bag not allowed without justification)
  d) Lodging Incidentals – (Traveler will need to provide a personal credit card for these expenses)

    Room service, personal phone calls, movies, laundry and any other miscellaneous personal charges, and any charges not considered reimbursable under the State Travel Expense guidelines are prohibited P-Card purchases.
Additional Program Guidelines - Rental Vehicles

- 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. Additional drivers can be added at the counter at the time of the pick-up and they must be a current WSU employee. Paying for another WSU employee’s vehicle rental using an account assigned to an individual is not allowed.

- Departmental Accounts- (carded or cardless) are required to request a Confidential billing Account number from the contract vendor - Enterprise and an Applicant number from the contracted vendor- Hertz.

- The contract vendor(s) will then provide the agency with the vendor’s internal account number that is associated with the Departmental Account. The assigned confidential departmental billing account number that coincides with the prospective contracted rental vehicle vendor should be referenced by the Traveler and/or the Departmental Custodian when processing reservations for rental vehicles.

- 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.

- Departmental Account Custodian must then complete a “Customer Profile Sheet” and submit to Sunflower Travel in a secure environment for use when Agency Travel agent is processing travel arrangements for the Department.

- Travelers will be required to pay for all other travel expenses not processed on the Departmental card (tolls, gas etc.) with own funds and submit for reimbursement from the Department.

It is important to remember when the rental car companies are processing your pickup, they are adding an additional $250 for Enterprise and $200 for Hertz to the transaction as part of the “authorization” process. The “per transaction” limits and monthly credit limits need to be high enough to include this dollar amount in the authorization process or the transaction will decline. When the final amount is processed and billed the additional “authorized” amount will be removed and the price for just the rental will be processed on the payment source tied to the rental.

Rental Car Insurance Coverage

- VISA provides your agency protection from collision damage liability when renting specific cars, mini-vans and sport utility vehicles with either individual Procurement Accounts or Departmental Accounts. Employees should choose to decline the Loss Damage Responsibility Waiver (LDW) when renting these types of vehicles from the contracted 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 agencies rent large size passenger vans, pickups, or cargo vans with any WSU issued P-Card account. However, Collision Damage Waiver (CDW) protection is included in the statewide contracted rates for those vehicles.

- Claims for damage (collision damage waiver protection) to rental vehicles (automobiles, mini-vans and sport utility vehicles) should be reported to VISA as soon as possible after an accident / damage occurs. Refer to ‘Rental Vehicle Accident Procedures’ link on the Travel Services Department web-page.

For more information on the Vehicle Rental Contract can be found on the WSU Purchasing or the State of Kansas Procurement and Contracts website.
Methods of Booking a Vehicle Rental

When reserving a vehicle with a State issued BPC, you will need to refer to the designated discount number for State of Kansas contracted rates.

- Contact Sunflower Travel 1-316-733-2753 or send email to loleary@sunflowertravel.com

**Enterprise**
- Directly through the link on the [Enterprise Summary Page](#)
- Call Enterprise Reservations Hotline 1-800-264-6350
- Online access at [www.enterprise.com](http://www.enterprise.com)
- Walk-In to your nearest local Enterprise location

  **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**
- Directly through the link on the [Hertz Summary Page](#)
- Call Hertz Reservations Hotline 1-888-704-4473
- Online access at [www.hertz.com](http://www.hertz.com)
- Walk-In to your nearest local Hertz location

  **Use discount # - 1978737** regardless of which type of vehicle you are renting
WSU Business Procurement Card (BPC) Account Change Request Form
(Return to Box 12 for Processing)

Accountholder Name (print)  Email Address  Box No.  Phone No.

Bldg. / Room #  Department  List last 8 digits of account number

Select Action Requested:

○ Change/Assign Departmental Account Custodian
  Previous (print)  MyWSU ID  Phone
  New (print)  MyWSU ID  Phone

○ Permanently Increase Monthly Limit (Requires Budget Officer Signature)
  New Monthly Limit  Effective date

○ Close BPC Account (please mark one)
  ○ Temporarily  ○ Permanently
  Card holder Name (print)  Department Name

Department Head/Dean/Budget Officer Signature:

Printed Name  Signature  Date

For internal use only:

BPC Administrator  Date Processed
## VISA PURCHASING CARD DISPUTE FORM

### Name: [ ]

**Account Number:** (Last 8 digits ONLY)

### Company Name: [ ]

**Business Phone:** [ ]

### TRANSACTION INFORMATION

**Merchant Name:** [ ]

**Amount of Dispute** [ ]

**Date of Transaction:** [ ]

**Reference Number of Transaction from Statement** [ ]

### DISPUTE DETAILS

Please mark the appropriate dispute reason listed below and if indicated, provide the requested documentation.

- [ ] Need a copy of the transaction in order to submit payment.
- [ ] I do not recognize the above merchant. I am asking that the merchant provide me with more information to help identify whether or not the charge is valid. All valid cards issued to this account are in my possession.
- [ ] Although I did engage in the above transaction, I am disputing $[ ] of the above charge. I have contacted the merchant and attempted to resolve the matter. I have provided the details below.
- [ ] Amount is to be billed to a different UMB card number. UMB card number: [ ]
- [ ] Incorrect Amount. Must provide copy of receipt. I was billed $[ ] but should have been billed $[ ]
- [ ] Duplicate Posting. The original transaction posted to my statement for $[ ] on [ ] date. The reason for return is listed below. Must provide proof of return.
- [ ] I returned the merchandise to the merchant on [ ] date. Must give dates when the merchant was contacted to check on the status of the order & their response below.
- [ ] I have not received the merchandise and it was to be delivered on [ ] date. Must give dates when the merchant was contacted to check on the status of the order & their response below.
- [ ] I have a credit slip and the credit has not posted to my account. Must provide copy of credit slip.
- [ ] To best of my knowledge, I, nor anyone authorized by me, received the goods or services represented by the charge. I also certify that I, nor anyone with my permission, engaged with the above merchant in any manner.
- [ ] I cancelled a guaranteed late arrival hotel reservation on [ ] date at [ ] time & cancellation # is: [ ]
- [ ] Other. Details of the dispute have been provided below.

### ADDITIONAL INFORMATION REGARDING THE DISPUTED CHARGE

[ ]

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**SEND THIS FORM TO:**
c/o Robby Murray, Acct Administrator
WSU Office of Purchasing Campus Box 12

**Accountholder’s Signature & Today’s Date**
Kansas Department of Revenue
Sales and Use Tax Entity Exemption Certificate

The Kansas Department of Revenue certifies this entity is exempt from paying Kansas sales and/or compensating use tax as stated below.

Kansas Exemption Number: KSMIKTU54R

Expiration Date: 10/01/2020

The tax-exempt entity understands and agrees that if the tangible personal property and/or service are used other than as stated, or for any purpose that is not exempt from the tax, the tax exempt entity is liable for the state and local sales or use tax. The unlawful or unauthorized use of this certificate is expressly prohibited, punishable by fine and/or imprisonment. The certificate is issued for the sole use of the exempt entity as named.

Wichita State University
1845 N Fairmount
Wichita, KS 67260

EXEMPT ENTITY INFORMATION:

Authorization and scope:
- K.S.A 79-3606(d) & (d) - Public or Private Elementary or Secondary Schools or Nonprofit Educational Institutions.
- Exemption applies to all direct purchase, rental or lease of tangible personal property and services, except purchases of goods for human habitation and indirect purchases by a contractor for a real property project with a PEC.

Limitations:
- Only direct purchases are exempt through the use of this certificate.
- This entity qualifies for exemption on indirect purchases by a contractor through the issuance of a Project Exemption Certificate (PEC). PECs should be obtained from the department prior to the start of the project. Apply online at KDOR’s website: www.kansasorg.
- This exemption does not apply to the purchase of any construction machinery, equipment or tools by a contractor used in the constructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for the exempt entity.
- Subject to sales tax are purchases of capital goods used for human habitation (i.e. residential housing and dormitories) to include materials for construction, remodeling or repair and furnishings such as beds, curtains, desks and furniture. Labor services on dormitories are exempt as residential construction.

Lois Tatro, Associate Vice President, Administration and Finance
48-1124839
Federal ID Number
01/03/2017
Date

RETAILER INFORMATION:

- To qualify for exemption, the certificate must have an expiration date in the future and be signed by an authorized individual.
- Payment must be made by the entity on their checking account or on a credit/debit card issued to the entity. Acceptance of cash, personal checks, or personal credit/debit cards is not allowed for a tax exempt purchase.
- The entity must have a Kansas exemption certificate. Exemption certificates issued by other states are not valid in Kansas.
- Retailers are required to maintain a copy of the purchaser’s certificate in their records for at least 3 years from the date of purchase. Retailers must maintain a current certificate on file.
- Selling tax exempt goods or services that are not exempt by statute may result in the assessment of tax.
- A completed certificate may be used as a blanket exemption for future purchases when of the same type and for the same exempt purpose.

Seller’s name and address

Description of goods and/or services purchased

For additional information on Kansas sales and use taxes see Publication KS-1510, Kansas Sales Tax and Compensating Use Tax and Publication KS-1520, Kansas Exemption Certificates, located at: www.kansasorg. Questions would be directed to Taxpayer Assistance at 785-368-8222.

PR-7803
(08/13)