VISA Business Procurement Card (BPC) Program Handbook

Revised: 1/24/19
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PROGRAM CONTACT INFORMATION

Agency BPC Administrator ................................................................. 978-5185
PcardAdmin@wichita.edu

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

Agency BPC Coordinator ................................................................. 978-3782
PcardAdmin@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 – (main number) .................................................. 978-3080

Agency BPC Reviewer ........................................................................ 978-3070
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

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

- Go to person for specific questions about Travel and Travel Expense Management (TEM) System
- Audits travel authorizations and reimbursement requests
- Provides technical guidance and training on travel 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.

This Handbook provides the guidelines for the use of the Business Procurement Card (aka: P-card, Procurement Card or BPC card). Your signature on the BPC Accountholder Agreement indicates that you understand the intent of the program and agree to adhere to the established guidelines. Your BPC card will be issued after Purchasing receives a signed application, required training is completed and the Accountholder has signed the BPC Accountholder Agreement Form.

General Guidelines

The BPC is an additional resource for the purchases of non per-diem business travel related expenses. All purchases shall comply with State of KS Statutes, Policies and Procedures and WSU Statutes, Policies and Procedures.

The BPC is not to be used for expenditures on behalf of WSU Foundation or Safe Keeping Account. Purchases that would not be allowed by any other means (i.e. purchase requisition, purchase order, ICD) shall not be made using the BPC. Items for which payment is processed using WSU internal forms (IOTD or ICD) should not be processed using the BPC card. This applies to any State Agency or WSU department. For more information about which form to use contact Financial Operations. For purchases at the WSU Shocker Store, contact them directly for more information.

The Business Procurement Card (BPC) can be used to process in-store purchases as well as mail, internet, phone or fax orders. Orders charged to the card shall not be split in order to circumvent statues, contracts, policies 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. 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 monthly or transaction limitations, purchasing items from a non-contract vendor that is available from State or local contracts without written prior approval, purchasing items from outside vendors that are available thru Central Services, or purchasing items from other departments.

You are responsible for the security of the card and the transactions made against it.

- 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 issued.
- BPC cards should never be shared among employees of a work unit, etc.
- The card is issued in your name for department purchases; it is not a department issued card.
- Violation of this requirement will result in immediate termination of the individual’s account.

It is recommended that the Accountholder log on to the UMB website is used to review their account activity periodically throughout the statement cycle period.

The Accountholder is 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.
BPC Card Use Procedures

How to Obtain a BPC Card

Applicant must be an employee of the State of Kansas in a non-probationary status. Temporary employees are not eligible. The BPC application can be found on the Purchasing website.

- The Budget Officer is responsible for recommending appropriate Department Representatives for participation in the program, designating the level of purchasing activity and the monthly limit and funding that will be assigned to the account.
- Training for the Accountholder and TEM Delegate is available and 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 account holder via email when the card is ready to be picked up from the Purchasing Office. At that time, you will be asked to read and sign the BPC Accountholder Agreement Form.

Card Renewal

Cards are automatically renewed and mailed to the BPC Administrator in the cards expiration month. The BPC Administrator will notify Accountholders when the card is available for pick-up in the Purchasing office.

How to Cancel a BPC Card

If an employee leaves the department or assumes different duties that do not 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 new department must request a new card for the employee under the new fund and organization code.

To request changes to BPC accounts, use the BPC Account Change Request Form located on the Purchasing website.

Failure to Use BPC Card

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 BPC Account Coordinator 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 or Stolen Card

If a BPC card is lost, stolen or misplaced immediately contact the BPC Administrator, ext. 5185 or email PcardAdmin@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 800-847-2911 and the BPC Administrator PcardAdmin@wichita.edu when the Purchasing office re-opens for business.

A new card will 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 reflective of the department’s name, billing 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). The exemption is applicable when we take possession of the item/service and the vendor has a physical presence in the State of Kansas. It is the accountholder’s responsibility to provide a copy of the exemption form to the vendor.

When Kansas sales tax is inadvertently included in a transaction, departments are required to obtain credit and it must be applied back to the account. 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. The WSU Tax Exempt Certificate and can be found at the Purchasing website.

BPC Card Security

In an effort to minimize the threat of fraudulent activity, there are several security measures are in place. As an Accountholder, it is important to be aware of the following:

- Only the person named on the account is allowed to use it (undisputable cardinal rule) - Cards and card 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
- Approved list of Merchant Category Codes - contact the BPC Admin for more information
- Maximum monthly dollar limit
- Maximum transaction dollar limit
- 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)
- Billing address and zip code. This information is found on the 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 (4) digits in the transmitted correspondence with instructions for the vendor to contact you to obtain the remaining numbers.
**Best Practices for Using 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.

4. Know who you are doing business with before placing an order. Use Web sites 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 Accountholder's name, Department name, and building and room number.
Accountholder Responsibilities

It is the Accountholder’s responsibility to understand and comply with State of KS and WSU Statutes, Policies and Procedures. Accountholders are responsible for monitoring the appropriateness of charges which appear on the accounts they are responsible for.

Declined Purchases

Accountholders may experience a decline at some point. Reasons may include the following. If your purchase is declined contact us at 316-978-3080 or send an email to the WSU BPC Administrator for assistance.

1. The purchase exceeds the monthly and/or transaction limit established for the card
2. Merchant category code not included on WSU’s “acceptable” list of codes
3. Expiration date, CVV, or address/zip code entered incorrectly
4. International Purchase

When contacting us for any reason, please include the following information that is applicable to the situation:
- Only the last 4-digits of the card
- Accountholder’s name
- Vendor name
- Amount to be paid to the vendor
- Description of the purchase
- If it is an International purchase
- Shipping date (when applicable)
- Expected date transaction is to be processed

Requests for Changes to Account Limitations

Each account has 2 (two) limitations that are set by the Budget Officer and the BPC Administrator that you need to be cognizant of. Each limitation works independently of the other. They are the “monthly” and “per transaction” limits.

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” limitations do not require any additional authorization.

Be sure to include details of the purchase, as recommended above, to help expedite your request. Requests for monthly limit increases are processed as temporary unless the request specifically states “permanent” and is approved by the Budget Officer.

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.

Requesting Changes to your Department BPC Coordinator

Before a BPC Coordinator can be changed, it is required that the newly appointed person attend a Procurement Card training session. Once training is completed, the Accountholder will need to complete an Account Change Request form to request the new assignment.
Resolving Errors, Disputes, Returns and Credits

The Accountholder is responsible for ensuring that any outstanding credits are subsequently received and completes follow-up with vendors as necessary. Credits must be applied back to the account. Cash refunds, in-store credits or rebates are not acceptable.

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 of the last 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.

Fraud and/or Abuse

When fraud and/or abuse is detected on an account, the Accountholder should contact the BPC Administrator immediately. If it happens after hours or on the weekend, the Accountholder should contact the bank at 888-494-5141 to report it and close the account.
BPC Account Coordinator Responsibilities

General Guidelines

The BPC Account Coordinator performs accounting functions in support of the BPC Accountholder’s purchases. They are primarily verifying documentation, collecting and submitting associated support documents through the reporting process. The BPC Coordinator works together with the Accountholder in completing the monthly log sheet. Prompt payment is critical therefore it is crucial that all logs are completed by the deadline.

Reconciliation and Approval Process

Lot sheets for the Procurement Card are processed for each Accountholder every month transactions are incurred. BPC log sheet reports are created in Reporting Services, Financial Reports - Organization - FCD00700 - “Visa Transaction Log by Accountholder” You will find step-by-step complete instructions on either the Purchasing or Financial Operations website.

Documentation Requirements

Statements are paid in full each month and charged back to the account and fund code indicated on the log sheet. Funding and receipts for all transactions must be provided for every transaction. Examples:

- Store transaction receipt, vendor 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 on the log sheet 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 PcardAdmin@wichita.edu
- *Additional required documentation:* Documentation for purchases that require prior approval must be included with the log sheet. (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)

Receipts are required for every purchase. 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 individual’s account.

Upon completion, the Accountholder, the BPC Account Coordinator and the Budget Officer are required to sign the log sheet. **The log is not complete without the required signatures.** If the Budget Officer is acting as the BPC Account Coordinator or Accountholder, they need to sign accordingly. Budget Officers that are Accountholders are not required to obtain the Budget Review Officers signatures.

The log sheet along with the supporting documentation must be submitted electronically to Financial Operations, via the eForm by the deadline date. The eForm link is located on the Purchasing website.
Auditing

**Auditing the BPC Program**

WSU Financial Operations reviews 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.

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, processing log sheets in a timely manner, etc. are all critical elements to a successful University-wide card program.

**Procurement Card 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 BPC Account Access

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

When you receive your card:
(1) Sign the back of it immediately. (Do not put “See ID”) The card is not valid without a signature.
(2) Always keep it in a secure place
(3) Register the account on the bank's website following the instructions below.
   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:

www.commercialcardcenter.com

Works best with Google Chrome or Firefox
Procurement Card Program

Allowable Charges

There is not a specific “list” of allowable purchases. Instead we have enclosed the definition of what an allowable purchase is. An allowable purchase is defined as an Official University mission related purchase with a clear business purpose and that is made in accordance with approved Wichita State University and State of Kansas Policies and Procedures. The use of a Procurement BPC Account is restricted to Official State Business and shall not be used for personal expenses.

Before processing a purchase for any commodity or service, as the Purchasing PPM Chapter 14 dictates, you are required to verify the item(s) are not available on a Contract. This information can be found on the Purchasing Website www.wichita.edu/purchasing or directly at 316-978-3080.

There is an Account Code listing attached for your reference, but it is not an all-inclusive list of allowable purchases. It is a “sample listing” of the types of purchases made using the BPC. The complete Account Code Listing can be found on the Purchasing Website.

- Purchases for Contractual Services fall in the 2000 series
- Purchases for Commodities fall in the 3000 series
- Purchases for Capital Outlay fall in the 4000 series

When requesting to purchase one of the following Commodities Enclosed are “suggested best practices” requested by the following departments:

- Cell phones, telephones and related equipment: Contact Telecommunications at 978-3535
- Computers: Contact ITS Helpdesk at 978-HELP or helpdesk@wichita.edu
- iTunes apps: Contact ITS Client Services – Shadi Tafaroji
- Software: Contact ITS Client Services – Shadi Tafaroji
- Audio/Visual Equipment: Contact Campus Media Resources Ctr.-Ryan Corcoran

- Food Purchases-(Non per-diem related)
  - Official Hospitality-(excluding alcohol) Made in accordance with the following:
    - Expenditures for Official Hospitality and University Business- PPM #13.08
    - Food and Beverage PPM #20.16

- Marketing, Recruitment and Conference Hosting Expenses
  - Venue Reservations
  - Catering Expenses
  - Decorations for the event
• **Travel related expenses associated with WSU Sponsored Student Events**
  
  • Airfare
  • Baggage Check at Airport
  • Conference Registration Fees
  • Taxi, Shuttle or other Conveyance
  • Miscellaneous Parking Fees
  • Vehicle Rental including gas
  • Lodging Accommodations
  • Toll Fees
  • Admission/Entrance fee to scheduled student event
  • Food purchases related to the event.
  • When an Accountholder is a chaperone of a student event and a meal is purchased for the student, it is considered an approved purchase to purchase a meal for that employee at the same event.
    
    o Otherwise: Employees will be reimbursed via per diem when applicable.

**Non-Allowable Charges**

• Purchasing items from a non-contracted vendor when available from a contracted vendor without written Prior-authorization from Purchasing
  
  • Alcoholic Beverages
  • Leases, Rentals of Real Estate
  • Construction, Renovation or Installation
  • Purchases involving trade-ins or rebates
  • Personal Items
  • Weapons or Ammunition
  • Gift Cards
  • Gifts for Employees
  • Cash Advances
  • Items for which payment is processed to any State agency or WSU Department
  • Office Supplies - made in accordance with WSU PPM #15.02 Contact Central Services
  • Personal Memberships
  • Kansas Sales tax
  • Excessive Baggage (without justification)
  • Employee meals
  • Gasoline for Personal Vehicles (traveler is reimbursed mileage)
  • Lodging Incidental (*provide a personal credit card for these expenses)
Additional Program Guidelines

Rental Cars

A. Accountholders are only allowed to rent only 1 vehicle, the one they are driving. The Accountholder is required to pick-up the vehicle and must be listed as the primary driver. Additional drivers can be added at the counter at the time of the pick-up. Additional driver(s) must be a current WSU employee.

B. It is important to remember when the rental cars are processing your payment, they are adding an additional $200-$250 to the transaction as part of the “authorization” process. Your per transaction limits and monthly limits need to be high enough to include this dollar amount in the authorization process. 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.

C. 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.

For Enterprise rentals use the following discount numbers based upon the applicable situation:

- XZ51WSU - use when renting a Car, Minivan or SUV
- XZ51WSC - use when renting a Truck, Cargo or 15 Passenger Van

For Hertz Rentals use 1978737 regardless of which type of vehicle you are renting

Methods of Booking a Vehicle Rental

- Contact Sunflower Travel 1-316-733-2753 or send email to loleary@sunflowertravel.com
- Call Reservations Hotline
  - Hertz - 1-888-704-4473 or Enterprise – 1-800-264-6350
- Online access at www.hertz.com or www.enterprise.com
- Walk-In to your nearest local Hertz or Enterprise location
- Enterprise has provided a “summary sheet” with all information and an embedded link you can click on to make your reservations. Please refer to the Purchasing or Travel website to locate the link.

Rental Car Insurance Coverage

When using the State issued iTrip BPC, the LDW/CDW (Liability Damage Waiver or Collision Damage Waiver) insurance is covered by VISA for the Economy through Premium sized vehicles. On all other vehicles, it is included in the price of the rental and covered by the rental car company.

The only time that you need to be concerned about CDW/LDW insurance coverage is if/when the State issued BPC card declines. If this happens, you will need to pay for 1 days’ worth of vehicle rental and insurance with your personal credit card.

The car rental companies are not allowed to “reprocess” a declined credit card until 24 hours has passed. If your travel event is scheduled to last more than one day, contact the BPC Admin to see why the account declined and get it fixed.

Then you can contact the car rental company and ask that they process the remaining number of days on the State issued BPC card and request that they remove the insurance before processing. Please contact the BPC Admin if you have any questions about this process.

For more information on the Vehicle Rental Contract can be found on the WSU Purchasing or the State of Kansas Procurements and Contracts website.
WSU Business Procurement Card (BPC) Account Action Change Request Form

(Return to Box 12 for Processing)

Card Holder Name (print)  Email Address  Box #

Bldg. / Room #  Department  Phone #

(_______)(_______) list last 8 digits of account number (Use separate form for each card)

Select Action Requested:

- [ ] Change BPC Account Coordinator
  
  Previous (print)  MyWSU ID  Phone
  
  New (print)  MyWSU ID  Phone

- [ ] Assign a Back-up BPC Account Coordinator (Requires Budget Officer Signature)
  
  Back-up Person’s Name (print)  MyWSU ID  Phone

- [ ] Change/Assign TEM Delegate
  
  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

[Reset]  [Print]
### 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.
- [ ] I returned the merchandise to the merchant on ________ date. The reason for return is listed below. *Must provide proof of return.*
- [ ] 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 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 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

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Accountholder’s Signature & Today’s Date

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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:** KSM1KTU54R  **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

[Signature]

**EXEMPT ENTITY INFORMATION:**

Authorization and scope:
- K.S.A. 79-3506(c) & (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 on-line at KDOR's web site: [www.ksrvrevenue.org](http://www.ksrvrevenue.org)
- 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

[Signature]

**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.ksrevenue.org](http://www.ksrevenue.org) Questions would be directed to Taxpayer Assistance at 785-368-8222.
Business Procurement Card Valid Account (formerly Object) Codes-Sample Listing

Account codes for procurement card expenditures occurring in the 3000 and 4000 level accounts have been designated ending digits unique to BPC purchases. Supplies/3000 level account codes end in the digit 8 and capital equipment/4000 level account codes end in the digit 9.

When recording an account code on the transaction log the main heading only should be used, i.e., the heading 3708 is used for purchases normally associated with subheadings, 371, 372, or 373 on the Monthly Transaction Log. All BPC purchases will appear on the departmental expenditure report under the main headings. The allowable account codes for BPC purchases are as follows:

<table>
<thead>
<tr>
<th>Contractual Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>2120</td>
</tr>
<tr>
<td>2190</td>
</tr>
<tr>
<td>2230</td>
</tr>
<tr>
<td>2240</td>
</tr>
<tr>
<td>2330</td>
</tr>
<tr>
<td>2410</td>
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<tr>
<td>2420</td>
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<td>2430</td>
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<tr>
<td>2440</td>
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<tr>
<td>2470</td>
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<tr>
<td>2480</td>
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<tr>
<td>2490</td>
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<tr>
<td>2591</td>
</tr>
<tr>
<td>2633</td>
</tr>
<tr>
<td>2650</td>
</tr>
<tr>
<td>2810</td>
</tr>
<tr>
<td>2820</td>
</tr>
<tr>
<td>2830</td>
</tr>
<tr>
<td>2840</td>
</tr>
<tr>
<td>2850</td>
</tr>
<tr>
<td>2860</td>
</tr>
</tbody>
</table>
2890 Other Utilities

2910 Dues, Memberships and Subscriptions must be in the name of the institution only (purchases which name an individual are not allowed) *See below for additional information.

2920 Laundry, Dry Cleaning and Towel Service

*Dues/Memberships-

  a. Memberships that are in the Universities name are an acceptable BPC purchase. (Membership required to reside with University if faculty/staff member terminates employment)

  b. Professional Dues, Licensing Fees and Personal Memberships that are required for the employee to perform the primary functions of his/her position is not an acceptable BPC purchase. These expenses are processed on an ICD. For more information please contact Financial Operations Dept.

Commodities

<table>
<thead>
<tr>
<th>3008</th>
<th>Clothing</th>
</tr>
</thead>
<tbody>
<tr>
<td>3308</td>
<td>Fuel (other than motor vehicle use)</td>
</tr>
<tr>
<td>3331</td>
<td>Coal and coke</td>
</tr>
<tr>
<td>3332</td>
<td>Fuel oil, diesel, &amp; kerosene</td>
</tr>
<tr>
<td>3333</td>
<td>Liquid propane gas and butane</td>
</tr>
<tr>
<td>3339</td>
<td>Other fuel</td>
</tr>
<tr>
<td>3408</td>
<td>Maintenance and Construction Materials &amp; Supplies &amp; Parts</td>
</tr>
<tr>
<td>3410</td>
<td>Materials &amp; Supplies for building</td>
</tr>
<tr>
<td>3420</td>
<td>Highway &amp; bridge materials</td>
</tr>
<tr>
<td>3430</td>
<td>Computer systems maintenance</td>
</tr>
<tr>
<td>3490</td>
<td>Other maintenance equipment parts, materials &amp; supplies</td>
</tr>
<tr>
<td>3508</td>
<td>Motor vehicle parts, supplies, &amp; accessories</td>
</tr>
<tr>
<td>3590</td>
<td>Other motor vehicle parts, supplies, and accessories</td>
</tr>
<tr>
<td>3608</td>
<td>Professional and Scientific Supplies &amp; Materials</td>
</tr>
<tr>
<td>3610</td>
<td>Drugs &amp; pharmaceuticals</td>
</tr>
<tr>
<td>3620</td>
<td>Animal drugs</td>
</tr>
<tr>
<td>3690</td>
<td>Other professional &amp; scientific supplies &amp; materials, (chemicals, controlled substances, radioactive) &amp; laboratory animals</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3708</td>
<td>Stationery, Office and Data Processing Supplies</td>
</tr>
<tr>
<td>3710</td>
<td>Stationery &amp; office supplies (written exception from WSU Central Services must be attached to log)</td>
</tr>
<tr>
<td>3720</td>
<td>Data processing supplies &amp; software license agreements</td>
</tr>
<tr>
<td>3808</td>
<td>Research Supplies and Materials</td>
</tr>
<tr>
<td>3908</td>
<td>Other Supplies, Materials and Parts</td>
</tr>
<tr>
<td>3910</td>
<td>Agricultural supplies (other than feed &amp; forage)</td>
</tr>
<tr>
<td>3920</td>
<td>Household, laundry and kitchen supplies &amp; materials</td>
</tr>
<tr>
<td>3930</td>
<td>Power plant supplies</td>
</tr>
<tr>
<td>3940</td>
<td>Recreation supplies &amp; materials</td>
</tr>
<tr>
<td>3950</td>
<td>Small tools</td>
</tr>
<tr>
<td>3960</td>
<td>Motor vehicle license tags</td>
</tr>
<tr>
<td>3970</td>
<td>Supplies used in manufacturing &amp; printing (for resale).</td>
</tr>
<tr>
<td>3990</td>
<td>Commodities purchased for resale to using departments</td>
</tr>
<tr>
<td>3999</td>
<td>Other supplies, materials, &amp; parts (not elsewhere classified and for resale to public)</td>
</tr>
<tr>
<td></td>
<td><strong>Purchases Pending Credit</strong> (All BPC purchases awaiting credit must use this account code)**</td>
</tr>
</tbody>
</table>

**Capital Outlay**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4009</td>
<td>Equipment, machinery, furniture, fixtures</td>
</tr>
<tr>
<td>4010</td>
<td>Agricultural equipment &amp; machinery</td>
</tr>
<tr>
<td>4020</td>
<td>Household, laundry &amp; kitchen equipment &amp; furniture</td>
</tr>
<tr>
<td>4040</td>
<td>Professional &amp; scientific equipment</td>
</tr>
<tr>
<td>4050</td>
<td>Passenger Cars</td>
</tr>
<tr>
<td>4060</td>
<td>Trucks and other self-propelled equipment</td>
</tr>
<tr>
<td>4080</td>
<td>Shop &amp; plant maintenance equipment</td>
</tr>
<tr>
<td>4090</td>
<td>Other equipment, machinery &amp; fixtures</td>
</tr>
<tr>
<td>4119</td>
<td>Books and library materials</td>
</tr>
<tr>
<td>4129</td>
<td>Reprographic equipment</td>
</tr>
<tr>
<td>4139</td>
<td>Microcomputer systems &amp; support equipment</td>
</tr>
<tr>
<td>4169</td>
<td>Information processing equipment</td>
</tr>
<tr>
<td>4189</td>
<td>Computer systems, information processing or microcomputer systems software, &amp; license agreements</td>
</tr>
<tr>
<td>4609</td>
<td>Telecommunications/Data Facilities</td>
</tr>
<tr>
<td>4610</td>
<td>Termination equipment</td>
</tr>
<tr>
<td>4620</td>
<td>Switching equipment</td>
</tr>
<tr>
<td>4640</td>
<td>Radio (portable) equipment</td>
</tr>
<tr>
<td>4650</td>
<td>Radio (fixed) equipment</td>
</tr>
<tr>
<td>4660</td>
<td>Data communications equipment</td>
</tr>
<tr>
<td>4809</td>
<td>Equipment for non-state use</td>
</tr>
<tr>
<td>4820</td>
<td>Equipment Purchases for Rehabilitation Clients</td>
</tr>
</tbody>
</table>
### WSU- Assigned Discount Numbers

**Enter on web-page as Contract ID or Coupon Code**
- **X751WSU**: Use when CDW Insurance is NOT included in rental rate and using a State issued BPC Card for payment.
- **X751WSO**: Use when CDW Insurance is included in rental rate and using a State issued BPC Card for payment.

**WSUS161**: For non-business related travel

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#### Program Summary United States (USD)

- **For rentals in the U.S. and Puerto Rico, the renting location from which the rental originates will apply a five percent (5%) discount off the standard, undiscounted daily, weekly, and monthly rates charged at all the participating National brand locations (“Rate Discount”).**

#### Out of Kansas Rental Rates (CDW not included)

<table>
<thead>
<tr>
<th>Vehicle Class</th>
<th>Daily Rates</th>
<th>Weekly Rates</th>
<th>Monthly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact</td>
<td>$29.00</td>
<td>$159.50</td>
<td>$600.00</td>
</tr>
<tr>
<td>Intermediate</td>
<td>$23.00</td>
<td>$123.50</td>
<td>$450.00</td>
</tr>
<tr>
<td>Full Size</td>
<td>$25.00</td>
<td>$132.50</td>
<td>$480.00</td>
</tr>
<tr>
<td>Minivan</td>
<td>$34.00</td>
<td>$189.50</td>
<td>$710.00</td>
</tr>
<tr>
<td>Compact SUV</td>
<td>$42.00</td>
<td>$219.00</td>
<td>$832.00</td>
</tr>
<tr>
<td>Midsize SUV</td>
<td>$50.00</td>
<td>$259.00</td>
<td>$930.00</td>
</tr>
<tr>
<td>Large SUV</td>
<td>$65.00</td>
<td>$347.50</td>
<td>$1,295.00</td>
</tr>
<tr>
<td>Hybrid Midsize</td>
<td>$42.00</td>
<td>$219.00</td>
<td>$830.00</td>
</tr>
</tbody>
</table>

#### In Kansas Rental Rates (CDW included)

<table>
<thead>
<tr>
<th>Vehicle Class</th>
<th>Daily Rates</th>
<th>Weekly Rates</th>
<th>Monthly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4 Ton Pickup Truck</td>
<td>$65.00</td>
<td>$324.50</td>
<td>$1,170.00</td>
</tr>
<tr>
<td>Cargo Van</td>
<td>$59.00</td>
<td>$310.00</td>
<td>$1,060.00</td>
</tr>
<tr>
<td>12/16 Passenger Vans</td>
<td>$80.00</td>
<td>$420.00</td>
<td>$1,470.00</td>
</tr>
</tbody>
</table>

#### Mileage Allowances

- **Out of Kansas Rentals**
  - Any mileage fees charged by the renting location from which the rental originates will apply.

- **In Kansas Rentals**
  - All vehicle classes include unlimited free miles per day & per week, & per month.

#### One-Way Rentals

- One Way Rentals originating and returning to locations in Kansas will not incur additional fees and will come with unlimited mileage. This also applies to One Way Rentals that originate from an return to MO, from any Kansas location.

#### Damage Waiver (In Kansas Rentals)

**Not included for the following Vehicle Types:** Compact, Intermediate, Full Size, Minivan, Compact SUV, Medium SUV, Large SUV, Hybrid Midsize

**Included For the following Vehicle Types:** 1/4 Ton Pickup Trucks, Cargo Van, 12/16 Passenger Vans

#### Damage Waiver (Out of Kansas Rentals and Leisure Use)

- Available at an additional cost

#### Liability

- Available at an additional cost

#### Young Renter

- Fee will be waived for Eligible Renters who are twenty-one (21) to twenty-four (24) years old renting for Business use.

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* Additional seasonal surcharges may apply in select markets.
## WSU Assigned Discount Numbers

Enter on web page as Contract ID or Coupon Code: XZS1WSU, use when CDW Insurance is not included in rental rate and using a state issued BPC Card for payment. XZS1WSG, use when CDW Insurance is included in rental rate and using a state issued BPC Card for payment.

**WSUS161:** For Non-Business Related Travel

<table>
<thead>
<tr>
<th>Pickup</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td>Enterprise</td>
</tr>
</tbody>
</table>

Enterprise’s signature “We’ll Pick You Up” service is included in the standard contracted rate within a 15 mile radius of all Enterprise non-airport locations. Outside of the 15 mile radius, a $1.75 per mile surcharge will be imposed for round trip mileage. Enterprise locations at 4th and Van Buren will not offer pickup service.

**Enterpris e**

With 24 hour advance notice, complimentary delivery offered within a 15 mile radius of all non-airport Enterprise locations M-F between the hours of 10am-3pm. Outside of the 15 mile radius, a $10.75 per mile surcharge will be imposed for round trip package deliveries. Enterprise locations at 4th and Van Buren will not offer delivery service.

### 18-25 Year Old Renters (In Kansas, Rentals only)

Travelers must be 25 years of age or older to rent 12- and 15-passenger vans. In addition, anyone operating a 12- or 15-passenger van must complete a Large Van Addendum before renting the van. A copy of this addendum is attached with this proposal.

### Passenger Van Age Restrictions

Current State Employees and Retired State Employees renting for personal use will reference a unique Account Number that will be established for personal and leisure travel. The same rates as the State of Kansas business program will apply for leisure travel. While renters on personal travel are eligible to receive your professional rate, coverage will apply only to business related rentals.

### Leisure Use

Use: WSUS161

### Fuel

All National and Enterprise locations within the state of Kansas will provide vehicles with a full tank of gas. In the event a full tank is not provided, the renter only needs to return the vehicle with the indicated amount.

### After Hour Returns

If the Enterprise location has an after hour drop box the State of Kansas employee is more than welcome to drop the vehicle after hours. The State of Kansas will be held responsible for the vehicle until it is checked in by an Enterprise employee the next business day after being returned. We will contact the State employee as soon as possible if there is any damage found on the vehicle. If after hour return is needed it should be recommended that the State employee check with the desired Enterprise office to determine if the office has a drop box and confirm location on the property. When a State employee returns a rental vehicle after hours, Enterprise will check the vehicle in the next business day. We will contact the State employee as soon as possible to confirm the drop off time and review conditions and vehicle condition.

### Accident Reporting and Emergency Roadside Assistance

If a renter is involved in an accident, the police and the rental location should be notified immediately. If the rental location is not available, the renter should contact Emergency Roadside Service. The renter should gather information from everyone involved in the accident and provide the information to the rental location or Emergency Roadside Service. The renter is also required to provide every sworn complaint, report, or paperwork pertaining to the accident, including personal insurance information.

24 Hour Emergency Roadside Assistance is available by calling 1-800-327-6666.

### Reservation Cancellation

National and Enterprise will not charge a cancellation or no-show fee for vehicle rentals originating in the state of Kansas. We understand that your travelers’ plans may change at a moment’s notice and only request that the traveler provide as much notice as possible so that we may return the vehicle to the Ready Line.

### Rental Extension

Contact the location where the rental was picked up from to extend your rental.

### Rentals greater than 30 days

The Enterprise Rent-A-Car long-term rental program lets the renter keep a vehicle for a minimum of two months and a maximum of 11 consecutive 30-day rental periods (months). Travelers are required to contact the rental location every 30 days to report the miles that have been driven, eliminating the need to return the vehicle in and re-sign the rental contract. At that time, we will communicate any required maintenance to the traveler. The branch will advise the traveler where to take the vehicle for maintenance. Long Term Rentals are not a lease and may be cancelled without penalty at any time.

### Customer Service

State Travelers may call the 24 Hour Customer Service Line at 1-800-264-350. Travelers may also contact the local Account Manager, Branna Garvan, at Branna.N.Garvan@hrs.com with general questions or concerns. For receipts, adjustments, and billing questions, please email APCRoadsouthwestRentals.com.

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**Jan 2019 GCSA Program Summary**

*Additional seasonal surcharges may apply in select markets*