

October 2009 BPC Training

Presented By:

Sabrina Ritter and Denaë Dimler



Controller's Office
102 Anderson Hall
Manhattan, KS 66506-3105
Fax: 785-532-6512

Memo 10-01
September 1, 2009

TO: President, Provost, Vice Presidents, Vice Provosts,
Deans, Directors, and Department Heads

FROM: Fran Willbrant, Controller *Fran Willbrant*
Jim Bach, Senior Associate Controller, Extension 2-6210

SUBJECT: Business Procurement Card (BPC) and the Business Travel Card (BTA)
Programs

The Legislature requested an audit be conducted by the Legislative Division of Post Audit on agency usage of the Business Procurement Card (BPC) and the Business Travel Card (BTA) programs. The audit is complete and the results indicated there are efficiencies and cost savings associated with the business procurement card program that are not being taken advantage of by state agencies. To respond to these concerns, many agencies, including other universities such as the University of Kansas, have mandated usage of the business procurement card for a significant portion of their purchases.

We prefer at this point to not use a mandated approach on our campus; however, it is critical that we review our program and strongly encourage usage. As the University considers cost saving measures, it is important that each department work to ensure that overall University costs are minimized and all processing efficiencies are pursued.

Over the next few months we will be pursuing a consolidation of the BPC and BTA so that a single card can be used for state travel and other standard BPC purchases. Additionally, my staff will be reviewing payment activity, and in cases where it appears savings could be achieved for Kansas State University, my staff will be contacting departments to encourage use of the card program.

Please contact either myself or Jim Bach should you have any questions or comments concerning Business Procurement Card usage.

Cashiers
211 Anderson Hall
785-532-6517
Fax: 785-532-6499

Student Loans
211 Anderson Hall
785-532-6514
Fax: 785-532-6494

Accounts Payable
220 Anderson Hall
785-532-6500
Fax: 785-532-6505

Purchasing
211 Anderson Hall
785-532-6514
Fax: 785-532-3177

Funds Management
1414 Anderson Hall
785-532-3104
Fax: 785-532-3105

**Sponsored Projects
Accounting**
10 Anderson Hall
785-532-6103
Fax: 785-532-6507

Systems
1111A Anderson Hall
785-532-7346
Fax: 785-532-3901

**Financial Reporting/
Inventory**
21C Anderson Hall
785-532-6525
Fax: 785-532-6577

Administration
30 Anderson Hall
785-532-6210
Fax: 785-532-6519

BENEFITS TO USING BPC

- It costs \$75 to cut a check.
- It costs \$10 to use a credit card.
- With less staff in our offices, we have to work smarter with fewer resources. Preparing 1 voucher instead of multiple vouchers would cut back on paperwork for staff and an overall savings to the University.

What type of expense can be paid for with a BPC:

- Anything that would qualify as a business expense and would otherwise be reimbursed can be purchased on the BPC.
- Some exceptions include meals while traveling, hotel/lodging, alcohol and tobacco. Official Hospitality will be allowed if no alcohol is purchased with the meal.
- For a complete listing of exceptions, see the BPC manual Appendix 1.

BPC OVERVIEW

- Beginning November 1st, 2009, the State of Kansas has decided to discontinue the Business Travel Account (BTA).
- KSU will allow travel related expenses to be applied to individual BPC cards after November 1st.

KSU offers 4 types of Business Procurement Cards

- BPC Contract Card (Cardless)
- Standard BPC Card
- Enhanced BPC Card
- Automotive Fuel Card

BPC Contract Account



- Cardless Account – also known as a “ghost” account.
- \$50,000 credit limit
- Can be used to pay ANY contract vendor. One card can be used to pay multiple vendors as long as they are a contract vendor.

BPC Contract Account



CONTRACT VENDORS INCLUDE:

- Fisher Scientific
- Grainger
- Dell/Apple/HP
- Fed Ex
- Staples Advantage



Standard BPC

- \$5000 per transaction limit
- Any purchase that would qualify as a business expense and would otherwise be reimbursed can be purchased on this card.
- New Allowance: Fuel. For those who have gas cards for a State vehicle, you may now start charging your fuel for your vehicle to your personal BPC and eliminate your gas card.

Enhanced BPC

- New option available on individual BPC cards.

- Start booking:
 1. Airfare
 2. Rental Car and gas
 3. Road Runner
 4. Shuttles
 5. Registrations
 6. Baggage Fees
 7. Tolls
 8. Airport Parking

Enhanced BPC Enterprise Car Rental

- For online rentals, go to Enterprise.com and enter **K-STATE** in the "Optional: Coupon, Customer, or Corporate Number". In the pin # box enter **555**. This will ensure you get the discounted rates agreed to in the State contract. For out-of-state rentals, you will receive a 5% discount by using this information when reserving the car.
- You must supply your VISA at the rental counter.

Enhanced BPC Enterprise Car Rental

- By paying with your VISA, Collision and theft coverage are automatically covered so decline Collision Damage Waiver (CDW) when renting.
- Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) are the **only** insurances that are reimbursable.
- If you are in an accident with a rental car and you used your BPC to pay for it, call 800-VISA-911 immediately.

Enhanced BPC

- Caveat: IF you book lodging WITH airfare as a package, the entire package may be charged to your BPC. Lodging cannot be booked separately and be charged to your BPC.
- No meals are allowed on the BPC.
- If personal time is taken in conjunction with business, do not use the BPC for any of the travel expenses mentioned above.



Automotive Fuel Card

- \$200 per transaction limit
- Limited to purchases of fuel and minor automotive repairs for KSU vehicles.
- NOTE: If traveling by personal vehicle, the BPC may not be used for fuel and minor automotive repairs.

BPC Forms

- You can find all BPC Forms on the Controller's webpage at:

<http://www.k-state.edu/controller/accounting/BPCForms.htm>

- We have 3 forms related to the BPC:
 1. BPC Account Action Request Form
 2. BPC Policies and Procedures Manual
 3. Dispute Form

Miscellaneous

- There is a Business Travel Card (BTC) available through Human Resources if you need additional help with travel related expenses. The card is solely your responsibility for paying. Neither your department or the Controller's office takes care of paying this credit card. Contact Human Resources at 532-6277.

Reminders:

- DO NOT share your BPC card number or card with others. Anyone who needs to use a BPC should get their own in their own name.
- Please submit your statements and backup documentation to your accountants in a timely manner. The Controller's office pays each statement within 10 days after the statement cuts off so we appreciate your department reimbursing us as soon as possible.

THANK YOU FOR COMING

- Questions concerning BPC cards can be directed to Denae Dimler, BPC Coordinator, at 532-1839 or Sabrina Ritter at 532-1845.