BPC VOUCHER ENHANCEMENTS

The Business Procurement Card (BPC) program at Kansas State University has almost doubled in volume over the past three years. The BPC offers departments the ability to pay for items in a fast and convenient way. Accountants no longer have to make dozens of individual vouchers as the BPC consolidates monthly purchases into one voucher.

The growing success and preferred use of the BPC creates a need for additional enhancements to be made to assist document preparers. The first enhancement went live on Friday, October 4th. This first phase created numbered transaction lines for ease of matching receipts and correspondence when corrections need to be made (see below).

Receipts should be attached to the BPC voucher in transaction number order. Additionally, it is recommended for document preparers to number receipts with the transaction number so it is easier to track receipts if one becomes unattached.

When corrections need to be made to documents received in the Division of Financial Services, we will refer to the transaction line number (TX#) to help you easily reference the transaction.

I greatly appreciate all of the feedback I have received on the enhancements we have completed and look forward to hearing your continued suggestions.

Memory Buffington
Assistant Director, Accounts Payable

BPC Cardless Card

With the fast-paced world we live in, vendors are looking for the most efficient way for clients to pay them. One option available for paying Contract Vendors that is a win-win situation for both the vendor and KSU is using the BPC Cardless Card.

Individuals may apply to receive a BPC cardless account (will not receive a physical card). This card has a $50,000 credit limit (may be increased with approval), compared to a $10,000 standard limit on a regular BPC. There is NO per transaction limit (regular BPC has a $5,000 per transaction limit). This card may be used to make business purchases for State or University Contract

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IMPORTANT DATES:

October 4 – BPC Transaction Numbers will Appear on new/current BPC Vouchers

October 21 – October BPC Vouchers Due

November 14 – Eforms Training

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BPC Cardless Card (cont.)

Vendors. A complete list of contract vendors may be found by visiting the Division of Financial Services Purchasing website:

http://www.k-state.edu/finsvcs/purchasing/contract.html

If you are interested in obtaining a cardless card please complete the BPC Account Action Request Form found on our website:

http://www.k-state.edu/finsvcs/accountspayable/bpcforms.html

Training: Save the Date

Accounts Payable has been fortunate to have many new accountants on campus contact us to receive Eforms, Travel, and BPC training. In the past two months, we have had the opportunity to provide training to over a dozen campus users through both individual and group training sessions.

The training focuses on how to create documents in Eforms, highlights travel and BPC procedures, and demonstrates how to use the Division of Financial Services website to get the information you need.

We leave plenty of time for one-on-one questions and encourage attendees to bring current items so we may go through them together. If you or someone in your department is interested in attending a training session, our next session will be Thursday, November 14, 2013 from 9:00 a.m. to 11:00 a.m. Please contact Accounts Payable Supervisor, Kristen Sanborn (ksanborn@ksu.edu), for additional details. If you would like to attend a training, but November 14th does not work for you, Kristen can also help coordinate a time that will work into your schedule.

Welcome

We want to introduce you to our new Auditor, Nastassja Heitmann. Nastassja joined our team September 16th, filling the vacancy left by Julie Wilburn who accepted a position in the Purchasing Division on July 1st. It is great to have a full team again!

Nastassja is the primary BPC auditor and also coordinates creation and auditing of interfunds between KSU and other state agencies. Nastassja can help answer BPC and State Interfund audit questions. She may be contacted at 785.532.4379 or at nheitmann@ksu.edu.