

Business Procurement Card Do's and Don'ts

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BPC Topics

- ▶ BPC Overview
- ▶ Types of BPCs
- ▶ Paying Business Expenses
- ▶ Payment vouchers
- ▶ State Sales Tax (E3999); Fraud and Disputes (E3998)
- ▶ New UMB Commercial Card site
- ▶ General Accounting – BPC quick links



BPC Overview

- ▶ All cards are in the name of the individual responsible for the card
- ▶ Automotive cards are in the name of the State vehicle – tag number, make and model
- ▶ Provides a convenient, efficient way for departments to pay business expenses

Types of BPCs

- ▶ 5 Types of Cards
 - ▶ **Standard: General Purchases (State)**
 - ▶ \$10,000 credit limit, \$5,000 per transaction limit
 - ▶ **Enhanced: Standard + all travel **excluding lodging****
 - ▶ \$10,000 credit limit, \$5,000 per transaction limit
 - ▶ **Enhanced Lodging: Enhanced features + **lodging****
 - ▶ \$10,000 credit limit, \$5,000 per transaction limit
 - ▶ **Cardless: Contract Vendors Only**
 - ▶ \$50,000 credit limit, no per transaction limit
 - ▶ **Automotive: Used for State Vehicles**
 - ▶ \$2,000 credit limit, \$200 per transaction limit
 - ▶ Permanently assigned vehicles



Paying Business Expenses

- ▶ Generally, purchases with a valid business purpose that are payable on an APV may also be paid on the BPC
 - ▶ Violations
- ▶ Items that are payable via Interfund, such as through Cashnet to other K-State departments, are generally not allowable charges on the BPC
- ▶ Opening cards for purchases over \$5,000 / International purchases
 - ▶ E-mail bpc@ksu.edu
 - ▶ Include last four digits of the card and cardholder name, country of origin, brief description of item, payment amount, and time frame to open the card
- ▶ List of excluded items can be found on General Accounting – Accounts Payable – Business Procurement Card Website
- ▶ Food for human consumption or while in travel status is generally not an allowable charge on the BPC card – some exceptions apply



BPC vouchers (PCVs)

- ▶ Procurement Card Vouchers are due to DFS within 14 days of statement closing date
- ▶ Statement cycle end date is 1st of each month, unless the first is on a weekend – vouchers due to DFS by 15th of each month
 - ▶ DFS pays for all outstanding charges by 10th of each month
 - ▶ Vouchers are to reimburse DFS to cover the next cycle
- ▶ Reminders sent through the system based on records in eForms – 30 day, 60 day, and 90 day
 - ▶ Cards not reimbursed within 90 days of statement cycle end date will be placed on hold



Sales Tax – E3999

Fraud and Disputes – E3998

▶ Sales Tax

- ▶ All items K-State ‘takes possession of’ in Kansas is tax exempt
- ▶ Tax exempt in some other states, but not all
 - ▶ List can be found on Purchasing Website under Forms – Sales Tax Information All Other States
- ▶ State regulations require refunds of any charge over \$5, unless verification is available to show vendor refused the refund

▶ Fraud and Disputes

- ▶ Fraud – unauthorized or unrecognized charges on the BPC; card will be closed and a new number issued
- ▶ Dispute – authorized charge, but materials did not arrive or were returned
 - ▶ Work with vendor first to have funds returned, then submit Dispute form to involve the bank if needed



UMB Commercial Card site

- ▶ <https://commercialcard.umb.com>
- ▶ All cardholders have access to Commercial Card site once card is ordered – username will be your eID @ksu.edu; passwords are unique
- ▶ Statements are available the day after the statement cycle closing date
- ▶ Announcements on Home page can be used for important information from DFS – please take note of any updates on this page
- ▶ Resources link on bottom of the page contains videos and User Guides for Cardholders and Administrators
 - ▶ *Training guides also available on the BPC Website*

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Business Procurement Card

UMB InCommand Training Guides:

[Cardholder Guide](#)

[Department Cardholder Administrator Guide](#)

[InCommand Presentation](#)

BPC Forms/Manuals

[BPC Account Action Request Form](#) (Application And Account Changes) - Appendix 2

[Types of BPCs](#)

[BPC Policies And Procedures Manual](#)

[BPC Excluded Purchases](#) - Appendix 1

[BPC Dispute Form](#) - Appendix 3

[BPC Cardholder Agreement](#) - (Sample) - Appendix 4

Online Account Access Information

[BPC Online Account Access](#)

