

General Accounting Update

INSIDE THIS ISSUE:

BPC Fraud Prevention	1
Policy Addition to PPM 6410	2
Topic of the Month	2
Let's Clean and Go Green	2
Eforms Training Opportunity	2

BPC Fraud Prevention

In today's environment, fraud on credit cards is a common occurrence. Compromised cards greatly inconvenience faculty and staff, causing disruptions and inefficiencies in daily processes. In an effort to better prevent fraud, General Accounting, with guidance from the State and UMB, has included internet security measures in our June 29, 2015 update of the Business Procurement Card Policy Manual. In addition to this update, all of our future trainings will include these internet security tips for new cardholders or cardholders upgrading their card to a new option.

A summary of these internet security best practices includes:

1. Only use your card in a secured web environment (https://).
2. Use sites that include the BBB (Better Business Bureau) Accredited Business seal and insure seal links to BBB Page.
3. Verify reliability of unfamiliar online merchants with outside organizations, such as the BBB.
4. Use websites that provide clear contact information (phone number, physical address, email) as well as warranty, return and refund policies.
5. If you must create an online account to purchase from a merchant, use a unique password that is not personally used by you or on another website and change passwords on a regular basis.
6. Do not provide personal information for online transactions (i.e. SSN, bank account, personal phone numbers, or home address).
7. Insure the site has a privacy policy explaining how they will protect your information.
8. Understand prices, shipping charges, terms and conditions, and delivery date.
9. Double-check orders for keystroke errors.
10. ALWAYS print and/or save a copy of each purchase order with a confirmation number and pricing information. Also include the company's online URL with your saved information.

Current BPC cardholders are encouraged to view the new training on our website, <http://www.k-state.edu/finsvcs/generalaccounting/bpcforms.html> (BPC Cardholder Training), which corresponds to their current card.

If you have any questions regarding these changes, I am happy to assist you.

Thank you,
Memory Buffington,
 General Accounting Assistant Director

IMPORTANT

**September 21- September
BPCs Due**

**October 12 – Columbus Day
(Banking Holiday)**

October 22- October BPCs Due

**October 22 - Eforms Training
Registration Requested**

<https://dfs.ksu.edu/events/register.aspx>

General Accounting Contact Information

532-6202

BPC Questions:

bpc@k-state.edu

Policy Update/Addition to PPM 6410

The State recently published a new policy regarding costs for travel to attend funerals. This new policy is reflected in KSU PPM Chapter 6410.020 and states:

Costs incurred for travel to attend funerals, including reimbursement for the use of private vehicles and the use of state-owned vehicles, generally are not allowed. The exception is that the allowance will be made for incurring agency funeral travel costs incurred as a result of funeral attendance by the agency head, or the agency head's designee representing the agency in an official capacity.

Topic of the Month: Registrations

Registration fees paid for admittance, attendance, or participation in seminars, conferences, or other meetings for KSU business are reimbursable. To alleviate financial burden to KSU employees, the Business Procurement Card (BPC) may be used to purchase the registration directly from the vendor. Those registrations not paid by a BPC or APV may be reimbursed after the travel is completed on a Travel Voucher.

All payment vouchers must include an official receipt and the following information:

- 1) The name of the person attending
- 2) The dates and location of the event
- 3) The Out-of-State Travel Request number (if applicable)
- 4) Total number of each meal provided in the registration fee (2B, 2L, 1D) or the statement "No meals included in the registration fee." All travel subsistence reimbursements should be reduced by the meals provided.

Let's Clean and Go Green a Success

A huge thank you to all of the departments and staff who participated in the Let's Clean and Go Green event. Bill Spiegel's team at KSU Recycling and Kelly Greene's team in Public Safety did a great job coordinating the pickup and removal of many unused items and chemicals to clean up our campus.

Eforms Training Opportunity

The next General Accounting Eforms Training is scheduled for October 22nd from 10:00 am to Noon. Registration for the training will be made available at <https://dfs.ksu.edu/events/register.aspx>. This training includes information on general Eforms use as well as University Travel and Procurement policies. New and experienced campus users are welcome to attend.