

**Kansas State University**  
**Business Procurement Card (BPC) Account Action Request Form**

\_\_\_\_\_  
*Name on card Title Email Address*

\_\_\_\_\_  
*Department Name Room #/Building Street Address City/State Zip Code*

\_\_\_\_\_  
*Last 4 digits of SSN Phone Cardholder Signature*

**Additional Contact Person:** \_\_\_\_\_  
*Name Phone Email Address*

**Select Action Requested:**

☐ **Standard BPC**—Purchases of commodities, capital outlay items and contractual service items made in accordance with approved KSU purchasing policies and procedures. Transaction total is limited to \$5,000 per purchase with a \$10,000 standard monthly credit limit.

☐ **Enhanced BPC**—May be utilized to purchase airfare, registrations, rental car and gas, Road Runner, shuttles, baggage fees, and tolls in addition to the types of transactions allowable using a Standard BPC. Transaction total is limited to \$5,000 per purchase with a \$10,000 standard monthly credit limit.

**Last 4 digits of Existing Card # (if any):** \_\_\_\_\_

☐ **Request Hertz Applicant Number be setup for this card**

☐ **Enhanced Lodging BPC**—May be utilized to purchase lodging, in addition to the types of transactions allowable using an Enhanced BPC. Transaction total is limited to \$5,000 per purchase with a \$10,000 standard monthly credit limit.

**Last 4 digits of Existing Card # (if any):** \_\_\_\_\_

☐ **Request Hertz Applicant Number be setup for this card**

☐ **Cardless Account**—Purchases of commodities, capital outlay items and contractual service items made in accordance with approved KSU and state procurement policies and procedures. No per transaction limit with a \$50,000 standard monthly credit limit.

☐ **Automotive BPC**—Purchases of fuel and minor repairs for state vehicles and rental cars. Transaction total is limited to \$250 per transaction, \$2,000 standard credit limit.

☐ **Vehicle permanently assigned to:** \_\_\_\_\_

☐ **Reissue replacement card**

**Reason for replacement:** \_\_\_\_\_

**Last 4 digits of Existing Card #:** \_\_\_\_\_

☐ **Permanently increase credit limit to:**

**Reason for limit increase:** \_\_\_\_\_

**Last 4 digits of Existing Card #:** \_\_\_\_\_

☐ **Close BPC Account**

**Last 4 digits of Existing Card #:** \_\_\_\_\_

☐ **Change BPC Account Address**

**Last 4 digits of Existing Card #:** \_\_\_\_\_

Remit to:  
BPC Coordinator  
Unger Complex  
2323 Anderson Ave.,  
Suite 500

**Department Head/Dean/Provost Signature:**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

**\*\*Signature stamps and those with signature authority do not qualify as a signature on this form.**

Appendix 2  
Revised 08/30/2017

Authorization Strategy \_\_\_\_\_ Listserv \_\_\_\_\_

\_\_\_\_\_  
BPC Coordinator

\_\_\_\_\_  
Date