

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 <u>bpc@ksu.edu</u>
 - 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

KANSAS STATE

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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UMB InCommand Training Guides:

Cardholder Guide

Types of BPCs

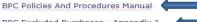
Department Cardholder Administrator Guide

InCommand Presentation

BPC Forms/Manuals

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





BPC Excluded Purchases - Appendix 1

BPC Dispute Form - Appendix 3

BPC Cardholder Agreement - (Sample) - Appendix 4

Online Account Access Information

BPC Online Account Access





