

# **Kansas State University**

## **Single Event/Travel (SET) Card Program**

### **Appendix 5**

The Single Event/Travel (SET) card is a declining balance Visa purchasing card utilized as an enhancement to the existing KSU Business Procurement Card Program. The card is designed for single-use travel in conjunction with KSU Business for payment of event related travel and supply expenses, in an effort to reduce the risk of other payment methods for employees, student representatives and Kansas State University.

SET cards are temporary procurement cards, intended for use as disposable cards. They are designed for University employees and student representatives who need access to a purchasing card for a limited time, in relation to a trip or project, in an effort to reduce risk from cash-based purchasing methods. The SET card provides for immediate issuance with a more flexible activation process than permanent BPC cards. As it is a single-use card, the card will automatically close and be unavailable for use at the close of the event or project. In addition, the card is a declining balance card so that total expenditures may not exceed the budgeted amount for the event.

KSU General Accounting will set strategy and spending parameters on the SET cards to match the anticipated needs for the account holder as approved by the Department Head, or their designee responsible for administration of the program, on the SET Account Action Request Form. Once the card parameters are set, limits cannot be changed without additional approval. The excluded purchases outlined in Appendix 1 of the KSU BPC Policy and Procedures manual still apply with the exception of cash advances that are preapproved for Faculty Led Student Travel to facilitate “cash-only” based transactions and Faculty Led Group Meal purchases approved by General Accounting prior to SET card being issued. Additional requests related to lifting purchase restrictions must be presented to General Accounting for review prior to administration of the card.

Department Accounting Staff and Administrators will continue to have the ability to review transactions with the UMB User Tool for all SET cards and will receive a statement from UMB at the end of the cycle for these cards. Card transactions will be downloaded in Eforms for voucher repayment and reconciliation. Repayment guidelines will follow KSU BPC Policy established payment procedures as outlined in the BPC Policy Manual.

The process of obtaining a SET card is as follows (Please allow 7-14 days):

1. Department submits SET Account Action Request form with all appropriate fields completed, obtains authorized approval, and submit to General Accounting.
2. The employee or student representative being issued card completes the associated training through K-State Canvas. Employee or students with recurrent use of the SET card program will only be asked to repeat the training if changes have occurred in the program affecting usage of the SET card since they were last issued one, typically only once per year.
3. General Accounting will issue the SET card using the parameters approved on the SET Account Action Request form, generally within 24-48 hours of training being complete.

4. Employees or student representatives come to KSU General Accounting to complete the SET Cardholder Agreement and pick up their card.

As with BPC cards, all transactions must be substantiated with itemized receipts, including cash withdrawals. Once the travel/project is completed and the card is closed, any remaining cash from cash advances should be converted back to U.S. Dollars, if applicable, and deposited within 14 days through CashNet to the appropriate account and the Cashnet deposit receipt attached to the voucher.

**Kansas State University**  
**Study Abroad SET Card Guidelines**

As approved by the State of Kansas Procurement and Contracts on August 31, 2015, KSU Division of Financial Services has the authority to issue SET cards to responsible KSU Faculty and/or staff to cover the travel and supply related expenses associated with the trip, including the ability to make limited cash withdrawals from the SET card as needed for purchases requiring a cash transaction. The Office of International Programs Study Abroad will initiate the requests of SET cards in relation to KSU Study Abroad trips occurring each semester as they deem fit, to meet the needs of the program. The declining balance limit on these cards should be set to \$5,000 or less, but exceptions may be granted when evidence is provided to substantiate the additional need.

The Study Abroad Program will use the same process of obtaining a SET card with the following exceptions. Study Abroad accounting staff will be given the authority to monitor the completion of the training in K-State Canvas due to the expedited nature of the program. Additionally, SET cards will be given to KSU Study Abroad Accounting Staff who will obtain SET Cardholder Agreements prior to distributing cards and will forward these agreements to KSU General Accounting as soon as possible.

The Study Abroad Program will follow SET program payment and reconciliation procedures with the following exceptions:

- 1) Study Abroad may accept and submit scanned receipts in lieu of originals as long as the scanned receipts are all itemized and information is clearly legible. In the event a receipt is not legible, Study Abroad will be asked to provide the original.
- 2) Study Abroad may have the cardholder sign all receipts (sign receipts prior to scanning) in lieu of signing the voucher, when needed.

The excluded purchases outlined in Appendix 1 of the KSU BPC Policy and Procedures manual still apply with the exception of cash advances and group meal purchases approved by General Accounting prior to SET card being issued.

**Kansas State University**  
**SET Cards Internal Policies and Procedures**

**Definition**


SET cards are Single-Event Travel cards and are declining balance cards designed to reduce risk for employees and student representatives for KSU related travel. The cards may allow for group meal purchases and cash withdrawals, to support KSU business operations, where higher risk is presented and is needed to facilitate the business transaction in an effort to minimize the University's risk.

**Requesting a Card/Training**

- 1) At this time, only the Study Abroad Program has been given authority to utilize the SET card program for Cash Advances for University approved Study Abroad trips.
- 2) The Department will need to complete the SET Account Action Request Form (obtaining appropriate signature approval) in order to request a SET card.
- 3) The BPC Administrator enrolls the Employee or the student traveling to represent the University in the KSU SET Card Training on K-State Canvas. Employees and student representatives who have completed the SET Card Training should repeat training on an annual basis.

**Setting Up the Card**

- 1) Once the training is complete the BPC Administrator forwards the request to the BPC Coordinator who obtains the next available SET card and requests the PIN from the Assistant Director of General Accounting in the sequence. The BPC Coordinator records this information on the SET card spreadsheet, [W://Control/Account/Operat/Audit/BPC/SET Card/SET Card Tracking](#). The BPC Coordinator will set up the SET card in UMB In Command as a VIP1 strategy for Faculty Led Group Travel that has been authorized for cash advances and to KSU3 or VIP4 for all others, based on approvals. The requested limit is set at \$5,000 or below (based on form approval) unless additional substantiation was provided (not to exceed \$10,000 unless authorized by Assistant Direct of General Accounting), setting both the credit limit and cash credit limit. It is set as a Temporary Strategy with the expiration date being 3 days after the travelers should return.

KSU SET ACCOUNT 16002	
VIP1 - ALLOW ALL SALES INCLUDING CASH. ▼	
1	
3505	
3505	
<input type="radio"/> Do not reset <input type="radio"/> 1 week <input type="radio"/> 2 week <input type="radio"/> 1 Month from Today <input checked="" type="radio"/> Choose a Date	
	03/22/16 

- 2) Contact the department contact/cardholder to let them know the SET Card is available. Keep SET card in Locked box until card is picked up by authorized user or departmental administrator. OIP will pick up and distribute cards, ensuring the SET Cardholder Agreement is Signed and return it to General Accounting, Unger Complex, 2323 Anderson Ave., Ste. 500, within 7 days of card being issued. The BPC Administrator will monitor that all SET card agreements are returned. As this is a single-use card, a new cardholder agreement will need to be completed for each issuance.

### **Closing the Card**

- 1) Once the trip is complete the card should be returned to the responsible department to be destroyed. The BPC Administrator and Coordinator will monitor that all SET cards are closed automatically within 3 days of the trip ending.