



General Accounting

# Business Procurement Card Do's and Don'ts

Division of Financial Services – General Accounting

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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, cheaper way for departments to pay business expenses – University preferred method.

# 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 – personal purchases, Foundation pass-through, meals while in travel status
- ▶ 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](mailto: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 are generally not allowable charges 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 1<sup>st</sup> of each month, unless the first is on a weekend – vouchers due to DFS by 15<sup>th</sup> of each month
  - ▶ DFS pays for all outstanding charges by 10<sup>th</sup> 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 are 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](#)

