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, 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
  - 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\textsuperscript{st} of each month, unless the first is on a weekend – vouchers due to DFS by 15\textsuperscript{th} of each month
  - DFS pays for all outstanding charges by 10\textsuperscript{th} 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 \textit{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](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
Division of Financial Services

General Accounting

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
- BPC Policies And Procedures Manual
- BPC Excluded Purchases - Appendix 1
- BPC Dispute Form - Appendix 3
- BPC Cardholder Agreement - (Sample) - Appendix 4

Types of BPCs:
- BPCs for General Purchasing
- BPCs for Travel
- BPCs for conferences and seminars
- BPCs for grants and contracts

Online Account Access Information
- BPC Online Account Access