

BPC Card Usage Procedures

Eligible applicants are defined as full, part-time or temporary and verified as a current WSU State of KS faculty, staff or student employee in a non-probationary period. Since P-Card purchases are restricted to State use only, an applicant's personal credit history is not reviewed as part of the P-Card issuance process.

How to Obtain a BPC Card

- To obtain a card you must first complete a **BPC Application**. **The application can be found in the FORMS section on the Purchasing website at www.wichita.edu/purchasing**. Training is required for each applicant and Departmental Account Custodian. **Contact the BPC Administrator for assistance with instructions on access to the training.**

The BPC application requires the following information to be provided before it is submitted as completed:

- The Applicant fills out the top portion, signs it and forwards it to their budget officer for completion of the remaining sections.
- The Budget Officer is required to:
 - ✓ select the appropriate type of account from the options listed
 - ✓ select the desired monthly credit limit to be assigned
 - ✓ provide the funding information that will be assigned to the new account

The Budget Officer's signature indicates his/her approval of the new account requested. For accounts with Grant Funding, the Budget Review Officer's signature is also required.

- Forward the completed application to the Purchasing office Box 12
- After the BPC application is received and training is completed a new account will be created
- Please allow 7-10 business days for processing
- The BPC Administrator will notify the new Accountholder when the card is available for pick up
- Upon receipt of the new card, the Accountholder will be required to complete and sign the Accountholder Agreement Form
- When you receive your card, sign the back of it immediately and always keep it in a secure place.

The card issuer (UMB Bank) has implemented a card activation feature for all P-Cards. The activation number is the last 4 digits of the Accountholders social security number. This information is not used to access any personal credit information, it is used for security verification purposes only. This procedure includes new cards, normal expiration reissues, and replacements for damaged, lost or stolen cards.

Cancelling a BPC Card

Cards are canceled for any one of the following reasons: Employee separates employment; employee assumes different duties that no longer require the need for the use of the card or the employee moves to another department.

The return of BPC Cards to the P-Card Administrator should be incorporated into the exit interview process to ensure that "active" BPC cards are cancelled and properly accounted for. But ultimately, it is the accountholder's responsibility to notify the BPC Administrator that the card needs to be cancelled.

If the employee that moves to another department is required to obtain a card then they must complete a new BPC Application. The application must reference the fund and org for the new department and include the Budget Officers signature.

BPC Card Renewal

When a card is due to expire, it is automatically renewed by the issuing bank (UMB) and mailed to the BPC Administrator in the same month the account is set to expire. The BPC Administrator will notify the Accountholder when and where the replacement card is available for pick-up.

Inactive BPC Accounts

Requests to inactivate an account should be submitted when an Accountholder or Departmental Account Custodian is on a sabbatical or an account is otherwise inactive. The Budget Officer may request that the BPC Administrator suspend an active account for a predetermined period of time. When an account is suspended, the department Budget Officer shall retain physical possession of the card. Once the predetermined time period has passed, the Budget officer shall notify the BPC Administrator in writing to reactivate the BPC account.

Failure to Use BPC Card

An unused BPC card is considered a security risk. BPC cards that have less than 2 transactions per year or have been dormant for more than one year should be cancelled. If future usage is anticipated, it is recommended the account be deactivated until needed.

Reporting a Lost, Stolen or Misplaced BPC Card

If a BPC card is lost, stolen or misplaced contact the BPC Administrator immediately.

If the loss occurs after normal business hours or you are unable to contact the BPC Administrator directly, notify UMB Bank Accountholders dedicated line at 1-888-494-5141. Their hours of operation are M-F 7am to 7pm and Saturday from 8am to 5pm.

A new card will be automatically issued by the bank and sent to the BPC Administrator. The accountholder will be notified when and where the card will be available for pick-up.