

Types of Cards

As previously mentioned, we no longer have the different card types formerly known as the Standard card, the Enhanced card or the iTravel card. All former card types are now consolidated into one and purchases are either processed through the "Individual" account card type or the "Departmental" account card type.

Individual BPC Accounts

This card is issued to one specific WSU state employee. The person's name listed on the card is the only person allowed to use it. The card is not allowed to be shared amongst other individuals. The individual BPC accounts are the recommended option for those traveling frequently that **prefer to process their own travel arrangements** and for the employee making business related purchases for the department. The individual BPC accounts are available as carded or cardless options. Some additional restrictions may apply depending upon which option is chosen.

Carded Option

- Allows for purchases of Commodities, Capital outlay items and Contractual Services
- In addition Official Hospitality and Non-per diem business travel related expenses are also allowed

Cardless Option

- Allows for purchases of commodities, capital outlay items and contractual services that are only available from the State of KS and WSU endorsed Purchasing contracts
- Travel related purchases are NOT allowed
- Due to special restrictions these purchases are subject to prior approval by WSU Purchasing office

Departmental BPC Accounts

An option for those WSU employee's that do not have an individual BPC account and need an alternative payment source for business related purchases. When this card type is issued, it is issued to one specific Department at the request of the Budget Officer. The departmental BPC accounts are administered by a designated department employee known as the "Departmental Account Custodian" whom are also referred to as the Applicant or Accountholder.

- Only those authorized by the Budget Officer within the department are allowed to use the Departmental BPC Account.
- The Custodian of the Departmental Account will be the primary contact for account related issues and responsible for the following:
 - ✓ Communicating its appropriate usage to employee's that are authorized to use the account
 - ✓ Help to resolve issues with declines or other problems
 - ✓ Process, track and reconcile transactions in Chrome River
- If the current designated Custodian for the Departmental Account leaves the University or transfers to a new department the BPC Administrator must be notified immediately. A new Departmental Account Custodian must be assigned by the Budget Officer and complete the training requirements.

The Departmental BPC accounts are available as carded or cardless options. They can be used for most purchases of commodities, capital outlay items, contractual services, official hospitality and non-per diem business travel related expenses. Some additional restrictions may apply depending upon which option is chosen.

Carded Option

- The recommended option for those traveling frequently that **prefer to process their own travel arrangements** and for the employee making business related purchases for the department and does not have an individual BPC account.

Cardless Option

- Recommended option for the department that primarily uses Sunflower Travel to process their business travel related expenses