

BPC PROGRAM CONTACT INFORMATION

Purchasing Office – BPC Program Contacts

Agency BPC Administrator.....316-978-5185
[PCard Admin@wichita.edu](mailto:PCardAdmin@wichita.edu)

- Provides general information about the BPC program
- Provides balance information and resolution of rejected purchases
- Processes requests of changes to your account limitations
- Sets up new accounts and provides training to new Accountholders
- Verifying valid purchases to the state of Kansas and WSU Policies and Procedures

Agency BPC Coordinator316-978-3782
[PCard Admin@wichita.edu](mailto:PCardAdmin@wichita.edu)

- Coordinates and monitors all activity within the BPC Program
- Coordinates with BPC Task Force to enhance, develop and refine program

Office of Purchasing Direct Number316-978-3080

Financial Operations - Accounts Payable Contacts

Agency BPC Reviewer.....316-978-3070
accountspayable@wichita.edu

- Official repository of all transaction and accounting documentation.
- Review and reconcile all BPC transactions
- Audit for policy compliance & supporting documentation
- Verify Account Codes for all transactions

Agency Travel BPC Reviewer316-978-3070
wsutransoffice@wichita.edu

- Go to person for specific questions about Chrome River the online reconciliation program for BPC transactions
- Audits travel authorizations and reimbursement requests
- Provides technical guidance and training on travel and business procurement card payment procedures