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,anpersonal 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 Oustodian. 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 signature indicates his/her approval of the new account requested. For accounts with Grant Funding 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 older will be re

Cancelling a BPC Card Cards are canceled for