

WICHITA STATE UNIVERSITY
1845 Fairmount
Wichita, KS 67260

BUSINESS PROCUREMENT ACCOUNT HOLDER AGREEMENT

APPLICANT INFORMATION

Applicant must be non-probationary full-time employee of the State of Kansas. Undergraduate and graduate student employees and temporary employees are not eligible.

Name _____ Building _____

Title _____ Room _____

Dept _____ Campus Box _____

Banner PVID/MyWSU ID _____ Phone _____

Last 4 Digits of SSN _____ Date Employed _____

Banner Default Funding Information is Required to Process Application

Fund Number	Organization Code (formerly Dept #)	Account # (formerly Object Code)

Grant funds require budget review officer signature

Supervisor Name & Title (unless applicant is budget officer): _____ Supervisor's Phone Number: _____

Signature Budget Officer _____

Signature Budget Review Officer _____

Account holder agrees to accept responsibility for the protection and proper use of the business procurement account in accordance with the terms and conditions below:

1. Account holder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the agency Business Procurement Account Administrator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of business procurement carded or cardless accounts.
2. If the BPC is lost or stolen, account holder shall notify the agency Business Procurement Account Administrator and/or the financial institution immediately.
3. Account holder's agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the account.
4. **THE ACCOUNT HOLDER MAY NOT MAKE PERSONAL PURCHASES ON A BUSINESS PROCUREMENT ACCOUNT.** Account holder understands that he/she shall be personally liable for any improper use of the account and agrees to pay to the issuer of the account such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost, stolen or compromised account which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Account holder understands that his/her improper use of the account may be cause for disciplinary action by the Agency including termination and that improper use of the account may subject account holder to criminal prosecution. Account holder understands that the Agency may withhold amounts attributed to improper use by account holder from any paycheck or other state of Kansas warrant which may be payable to account holder.
5. Account holder understands that purchases made must be in accordance with the account type requested. Indicate the type of account requested by initialing the box in the section immediately following.

- Business Procurement Card (BPC carded)** commodities, capital outlay items and the contractual service items specified in the *BPC General Procedures* document (coded 2000, 3000 & 4000 series of account codes) of less than \$5,000 per purchase
- Contract Accounts (cardless)** commodities, capital outlay items and the contractual service items specified in the *BPC General Procedures* document (coded 2000, 3000 & 4000 series of account codes) included on statewide open-end contract
- Registration Accounts (cardless)** are available to college offices and division administrative units. Used for conference registrations, workshops, trainings including on-line and web-based offerings coded 2590 and as specified in the *Registration Supplement* document. *Additional forms related to travel are required for transactions on this type of account.*

6. Account holder understands that should his/her employment with the Agency terminate for any reason, the card must be returned to the agency Business Procurement Account Administrator. Account holder understands that the Agency may withhold his/her final paycheck until the final statement has been documented, the account reconciled and closed. Account holder also understands that the Agency may withdraw authorization for use of the account and close the account at any time for inappropriate or non-compliant use or should employment status or funding changes dictate.
7. Account holder understands that use of the account is subject to individual account limitations for expenditures and shall be used only in the capacity of official state business. Procurement accounts shall not be used in any capacity to facilitate or supplement purchases with funds other than those held at the time of the purchase by the State Treasury. Purchases for which soft money is designated are prohibited and will result in immediate termination of the account. All purchases must comply with state accounting and purchasing statutes, regulations and policies including all policies implemented by the Agency.
8. Items on state contracts shall be acquired from the designated contract vendors.
9. The following items shall not be purchased, however other items may also be excluded.

<ul style="list-style-type: none"> Alcoholic Beverages Business Cards Cash Advances Construction, renovation or installation Entertainment Food Gasoline Hospitality or Entertainment 	<ul style="list-style-type: none"> Items for which payment is made by interfund voucher (e.g. Kansas Correctional Industries) Leases, Rentals of Real Estate Personal Items Purchases involving trade-ins Telephones and related equipment Travel and travel related expense Weapons or ammunition
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10. Prior to account activation, the applicant shall complete a training session for instruction on proper use of a procurement account. A User Manual shall be provided to the applicant at that time and shall be retained by the account holder for reference as needed. Upon completion of the training, the account holder will be issued a procurement card or a cardless account.
11. The applicant acknowledges by his/her signature on this agreement that he/she has read and understands this agreement and agrees to abide by the terms stated in this agreement.

Account holder Signature _____	Date _____
Email address _____	
Print Name _____	Banner PVID _____
Dept Pcard Coordinator (cannot be account holder)	
Email address: _____	

This Section for Agency Use Only	
Limit per Purchase _____	(not to exceed without authorization)
Cycle Credit Limit _____	(not to exceed without authorization)

Approval	Name: <u>Steven White</u>
_____	Date: _____
Agency Business Procurement Account Coordinator	

Approval:	Name: <u>Lisa D. Nettleton</u>
_____	Date: _____
Agency Business Procurement Account Administrator	