

WSU Business Procurement Card (BPC) Application
(email to PCardAdmin@wichita.edu)

Applicant must be an employee of the State of Kansas in a non-probationary status.

Applicant Name (as listed in Banner)

myWSU ID

WSU Email Address

Department Name

Work Phone Number

Box #

Last 4 digits of SSN

Cell Number(used for potential fraud notifications)

Building

Room No.

Supervisor Name & Title (unless applicant is Budget Officer)

Supervisor's Phone Number

Departmental Account Custodian (signature)
(if applicable)

Departmental Account Custodian (print name) myWSU ID

Applicant Signature

Date

To be completed by Budget Officer: Type of Account Requested

Visa Procurement Account

Visa Departmental Account

Carded-assigned to one person

Carded – Account Custodian Assigned

Cardless Option -Contract

Cardless – Account Custodian Assigned

Credit Limit to be Assigned

\$5K \$10K \$25K \$50K (select one) or assign one not listed here \$ _____

_____ Banner Default Fund #

_____ Banner Default Org #

Print Name-Budget Officer

Signature-Budget Officer

Date

Required For Grant Funding ONLY:

Print Name-Budget Review Officer

Signature-Budget Review Officer

Date

For Internal Use Only

Agency BPC Administrator

Agency BPC Coordinator

Date

Strategy Assigned _____ Date attended Training: _____

Additional Comments _____