

WSU Business Procurement Card (BPC) Application  
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 Applicant must be an employee of the State of Kansas in a non-probationary status.

<u>Applicant Name (as listed in Banner)</u>	<u>myWSU ID</u>	<u>WSU Email Address</u>
<u>Department Name</u>	<u>Box #</u>	<u>Last 4 digits of SSN</u>
<u>Building</u>	<u>Room No.</u>	
<u>Supervisor Name &amp; Title (unless applicant is Budget Officer)</u>		
<u>Departmental Account Custodian (signature) (if applicable)</u>	<u>Departmental Account Custodian (print name)</u>	<u>myWSU ID</u>
<u>Applicant Signature</u>	<u>Date</u>	

**To be completed by Budget Officer. Type of Account Requested**

Visa Procurement Account   Card assigned to one person   Cardless Option-Contract	Visa Departmental Account   Custodian Assigned   Cardless Account Custodian Assigned
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**Credit Limit to be Assigned**

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

\_\_\_\_\_ Banner Default Fund # \_\_\_\_\_ Banner Default Org #

<u>Print Name Budget Officer</u>	<u>Signature Budget Officer</u>	<u>Date</u>
<u>Required For Grant Funding ONLY:</u>		
<u>Print Name Budget Review Officer</u>	<u>Signature Budget Review Officer</u>	<u>Date</u>