Types of Cards
As previously mentioned, we no longer have the different card types formerly known as the Standard card, the
Enhanced card or the iTravel card. All former card types are now consolidated into one and purchases are either
processed through the “Individual” account card type or the “Departmental” account card type.

Individual BPC Accounts
This card is issued to one specific WSU state employee. The person’s name listed on the card is the only person
allowed to use it. The card is not allowed to be shared amongst other individuals. The individual BPC accounts are the
recommended option for those traveling frequently that prefer to process their own travel arrangements and for the
employee making business related purchases for the department. The individual BPC accounts are available as carded
or cardless options. Some additional restrictions may apply depending upon which option is chosen.
Carded Option
 Allows for purchases of Commodities, Capital outlay items and Contractual Services
 In addition Official Hospitality and Non-per diem business travel related expenses are also allowed

Cardless Option
 Allows for purchases of commodities, capital outlay items and contractual services that are only available
from the State of KS and WSU endorsed Purchasing contracts
 Travel related purchases are NOT allowed
 Due to special restrictions these purchases are subject to prior approval by WSU Purchasing office

Departmental BPC Accounts
An option for those WSU employee’s that do not have an individual BPC account and need an alternative
payment source for business related purchases. When this card type is issued, it is issued to one specific
Department at the request of the Budget Officer. The departmental BPC accounts are administered by a

Carded Option
 The recommended option for those traveling frequently that prefer to process their own travel
arrangements and for the employee making business related purchases for the department and does not
have an individual BPC account.

Cardless Option
 Recommended option for the department that primarily uses Sunflower Travel to process their business
travel related expenses