
Processing payments to other WSU Departments, State Agencies or Kansas Board of Regents using the BPC card is not allowed.

Rather, the preferred method is to process an IOTD form also known as the Inter Organizational Transfer Document or an ICD form also known as the Invoice Control Document. For further instructions, contact the Accounts Payable office at 316-978-3070. For purchases with the Rhatigan Student Center (RSC) contact the RSC Finance Department for further instructions.

When using PayPal or any website that instructs you to register your BPC card information, you are required to set up an account that reflects the following information:

The Department's name
The Accountholder's name