Declining Balance P-card

Declining balance procurement cards are now available. These cards are typically used by infrequent travelers who do not have a p-card and need a p-card to pay for most expenses while traveling. The cards are active for a specific period. The card cannot be used once the travel period is complete. To obtain a declining balance card, please complete the Procurement Card Action Request. For questions or more information, please contact Lily Yu at 785-864-5964.

Q: I already have a p-card, should I get a declining balance p-card for travel?
A: No. Your current p-card just needs to be opened for travel (set to Enhanced P-card) if it is not open already.

Q: I travel frequently. Should I get a declining balance p-card?
A: No. Frequent travelers should get an Enhanced P-card; a p-card that is open for travel.

Q: Can I use this card to pay for meals while traveling?
A: No. Meals for which a traveler would receive per diem reimbursement may not pay with this card. All other business travel-related expenses are acceptable.

Q: Can declining balance p-cards be used like a gift card?
A: No. Declining balance p-cards are like regular p-cards, assigned to a specific person, and expire after a limited time.

“If you have a positive attitude and constantly strive to give your best effort, eventually you will overcome your immediate problems and find you are ready for greater challenges.”

-Pat Riley
Mandatory Car Rental Contract

The Enterprise/National Vehicle Rental Contract has been upgraded from a preferred contract to a mandatory Contract. If Enterprise or National services the area from which you are arriving or departing, you are expected to rent your vehicle from them. Please reach out to Gary Schwein at 785-864-6412 should you have any questions.

NOW OPEN SUNDAYS

The Enterprise Branch Office in Lawrence is now open Sundays from noon to 3:00 pm. If you need a rental vehicle first thing Monday morning, you can pick up your car on Sunday at no additional charge. Your charge will begin on Monday.

MAKE PLANS EARLY

The University of Kansas rents almost every available van in six surrounding counties for use during the summer months. If your department needs a van during the summer, make your reservation now!

MILEAGE CALCULATOR

In many instances the University will save money by renting a vehicle vs. reimbursing an individual for utilizing their own vehicle to travel. This calculator allows the user to make a good, sound business decision that is in the best interest of the university.
KUPPS Contract #10030009

Need something moved? The University of Kansas has a consortium contract with Graebel VanLines LLC to provide moving services to University departments as a supplement to our internal Facilities Services group. Graebel can respond quickly to a variety of needs, from employee relocations to office moves to specialty equipment repositioning. They are also skilled in furniture installations from a variety of manufacturers. If you are in need of services, please contact Paul Wilson at Graebel VanLines at 913-486-7082 and he would be happy to provide an estimate.

What Do You Think?

We would love to hear your feedback on our Procurement Newsletter. What kind of information would you like to see in the future issues? We want this to be useful to you, so please kindly give us your comments and suggestions.

Thank You for Reading!

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the university’s programs and activities. Retaliation is also prohibited by university policy. The following persons have been designated to handle inquiries regarding the nondiscrimination policies and are the Title IX coordinators for their respective campuses: Executive Director of the Office of Institutional Opportunity & Access, JOA@ku.edu; 1246 West Campus Road, Room 153A, Lawrence, KS 66045, 785-864-6414, 711 TTY (for the Lawrence, Edwards, Parsons, Yoder, and Topeka campuses); Director, Equal Opportunity Office, Mail Stop 7004, 4330 Shawnee Mission Parkway, Fairway, KS 66205, 913-588-8011, 711 TTY (for the Wichita, Salina, and Kansas City, Kansas, medical center campuses).