

p-Card Packet Check List

The following **MUST** be returned with your packet

We **HIGHLY** suggest sending your packet by a mail system that tracks (ie...FedEx). You do not need to send it "next day", but remember the sooner it gets to us the sooner the process begins!

- Original Signed Board Resolution
- Minutes from the Board meeting where the resolution was passed OR Website link/list of Board Members (fname, lname, Board Member titles if applicable)
- BMO Member Account Agreement-fillable pdf or hand filled
- 3 years of Audited Financial Statements-most recent

DON'T FORGET HAND SIGNATURES:

1. **Agreement Page 17** – signatures of Program Administrators
2. **Schedule 5** (page 28) signatures of each Program Administrator

Once you have completed/signed/dated the above referenced documents, send them to:

Washington ASBO:

Kristina Falkner, Communications and Relations Specialist
284 Lee St. SW Suite #132
Tumwater, WA 98501

NOW THAT I HAVE SENT IN ALL THIS PAPERWORK, WHAT HAPPENS NEXT?

Once your State ASBO has received all of the necessary materials and application, they will be reviewed, signed and sent to the BMO Harris Bank (Bank of Montreal) on the same day that they are received. After you have passed through AML and Credit you will move on to implementation.

Next you should receive a "Client Implementation Guide" from Harris/BMO, which is very user-friendly. Shortly after receiving this guide, a Webinar training session with your p-Card Administrator will be conducted via telephone conference call.

The initial training of your Program Administrator will be scheduled on a first come, first served bases, and in most cases will involve a 30-45 minute telephone/Webinar session. Your implementation packet and online training component will round out what you need to know to get cards issued and being used.

Cards are customized and ordered online and delivered to your p-Card Administrator.

This is a great opportunity for school districts. Your use of the program will improve operations and strengthen the school business management functions and tasks in your school.

Contact Holly Wallace by phone at (815) 793-4655 or by email at hwallace@iasbo.org any time you have questions.