



APPLICATION – OASBO p-Card

for participation in the Oregon ASBO/Illinois ASBO Procurement Card Program

Send this completed form with the application packet to:
OASBO p-Card Program, 707 13th St SE Ste 100, Salem, OR 97301

Organization		
Name		
Mailing Address		
City	State	Zip
Superintendent or Business Manager		
Web address where Board of Directors are listed		

Card Administrator		
Name		
Title		
Mailing Address		
City	State	Zip
Phone	Fax	
Email		

Please attach to this application sheet, the following:

- Board Resolution - signed original
- Minutes of board meeting where board resolution was approved
- Last 3 years of annual financial audits (copies of the full CAFR are fine)
- Organization Set Up Form (one for each card administrator)
- Sales Tax Exemption Form
- Member Account Agreement

When OASBO receives the complete packet, it will be reviewed, approved and forwarded to Harris/BMO. The card administrator listed in this application will receive their client implementation guide and the initial training will be scheduled. Under normal circumstances, implementation starts within seven business days of receipt of the application packet.

- Would the card administrator like to participate in a support/user network among other OASBO p-Card users?
 Yes No
- Can OASBO list the organization as a program participant on our website? Yes No

If you have any questions, contact Angie Peterman, 503-480-7218 or apeterman@oasbo.com.

Approved by Oregon ASBO

Date

Approved by Bank of Montreal (BMO)

Date