



p-Card Application Guide

Thanks for your interest in the p-Card Program offered through OASBO and Illinois ASBO with the credit offered through Bank of Montreal (BMO). This guide will help you navigate the application process and has been tailored for Oregon's public school structure.

Note: The rebates generated by the procurement card program will be paid to OASBO. Rebate shares will be redistributed to the participating organizations, less program expenses and administrative overhead/sponsorship fees. It is the intent of OASBO to return the majority of the rebates to the participating organizations.

Questions?

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Documents needed for a complete application packet

- Board Resolution
- Minutes of board meeting where the board resolution was approved **OR** link to webpage with board of directors listed
- Member Account Agreement
- Organization Set Up Form
- Application – OASBO p-Card
- Full Comprehensive Annual Financial Report (CAFR) – last 3 years
- Tax-Exempt Certification Form

First – Check Your Board Policy

Review your board policies to determine whether a policy is in place that allows issuance of credit cards. If a policy is in place ensure the policy and procurement card agreement are in harmony. A spending limit in policy will impact the spending limit you are able to set for each individual procurement card. If you do not have a policy, sample policies are available through Oregon School Boards Association.

Board Resolution & Minutes

Review the sample board resolution provided and modify as needed to meet the needs of your board of directors and organization. The resolution must be approved by the board of directors and signed by the board chair. An original of the resolution must be included in the application packet. Additionally, either a copy of the minutes where the board approves the resolution needs to be included in the application packet or a link to the webpage on your districts website that lists all the board of directors. There is a place to put the webpage link in the *Application – OASBO p-Card*.

Member Account Agreement

1. **Page 1, Section 1.1.** – Fill in the dollar amount you estimate will be the largest amount your procurement card usage could reach in the heaviest month of use.

2. **Page 9, Section 10.2.** – This is the person who should receive official notices of any program changes/amendments (probably the superintendent or business manager) and does not have to be the same as the card administrator.
3. **Page 10, Section 13.1.** – If your organization posts the full annual financial audit online, include the information here. Otherwise, mark “no.”
4. **Page 12, Signatures** – Your organization is the “member.” The bank will sign and return a copy when the application is approved.
5. **Schedule 1** – (page immediately following the *Member Account Agreement* signature page)

Tips for completing:

 - Enter the date the application is submitted and the legal name of the organization.
 - *A(2)*: This notifies you of the fee charged for each cash advance transaction. If you are not going to allow cash advances, simply cross out item *A(2)* and initial.
 - *B*: A monthly billing date (5th or 20th) is determined on the *Organization Set Up Form*. Your payment due date (7, 14, 21 or 27 days after billing date) is determined in this schedule. For example, if you select the 5th for a billing date and a payment due date of 14, the bank must receive your payment by the 19th of each month or late payment charges will apply.
 - *D*: List the person who will serve as the procurement card administrator (and any who might be their assistant/back-up). You may list more than three by attaching an additional sheet.
 - *Acknowledged*: (Page 4 of Schedule 1) The organization name goes on the “member” line.
6. **Schedule 2** – Enter the date the application is submitted. The “member” is the organization name.
7. **Organization Setup Form** – Complete both pages for the person in your organization who will be the primary card administrator, i.e., adds/deletes cards, changes credit limits, etc. If you will have more than one card administrator, only page 1 needs to be completed for each additional administrator. Be sure the payment due date is the same as the *Member Account Agreement*.

If you have any specific questions about the *Member Account Agreement*, visit www.illinois-pcard.com to find the current contact for the bank.

Additional Information to Include

- Complete the *Tax-Exempt Certification*.
- Please include copies of the last 3 years of full CAFR documents.
- A sample staff card agreement and handbook is provided. Modify or use as is for each employee who will receive a card. They should sign an agreement when given a card.
- If you would rather submit a website link to the list of current board members rather than the full minutes of the board meeting where participation in the p-Card program was discussed and approved by resolution, enter the link in the space provided in the *Application - OASBO p-Card* document.

Submitting the Application

Once you have compiled and completed all the documents, mail them to:

OASBO, p-Card
707 13th St SE, Ste 100
Salem, OR 97301

Step 6 – Implementation Process

Once OASBO has received all of the necessary materials and application, they will be reviewed/signed and sent to BMO. A *Client Implementation Guide* will be sent to you from the bank and a conference call training session (30-45 minutes) for your card administrator(s) will be scheduled.

Once setup and training is complete, the request for cards can be submitted. Cards usually arrive in 5-7 business days after the request.

In the first couple of weeks of card use, the bank will schedule a training session to show the card administrator(s) how to access utilization and reporting options. All access is through a web-based portal.

Need more help or information?

- A PowerPoint presentation explaining the basics of procurement cards you can use with your board of directors and/or employees is available on our website.
- Illinois ASBO has an online tutorial, www.illinois-pcard.com.
- A memo from the Government Finance Officers Association (GFOA), meant to help develop an understanding of what a procurement card is and why a board should be interested in this type of program.
- If you would like to have an OASBO representative provide an introduction or information session for principals or other administrators in your district let us know.