



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?

Angie Peterman, Executive Director, apeterman@oasbo.com

Josie Hummert, Executive Assistant, jhummert@oasbo.com

Documents needed for a complete application packet

- q Board Resolution
- q Minutes of board meeting where the board resolution was approved **OR** link to webpage with board of directors listed
- q Member Account Agreement
- q Application – OASBO p-Card
- q Audited Annual Financials – last 3 years
- q 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 (or signed electronic version) 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.

Member Account Agreement

1. **Page 1, Member Agreement** – The Member Credit Limit is the dollar amount you estimate will be the largest amount your procurement card usage could reach in the heaviest month of use.
2. **Page 11, 10c** – You may provide a website address for your audited financials. If they are not available online, you must provide paper copies of the last three years audited financials.

3. **Page 18, Schedule 1** – Program Features and Terms. Review pages 22-25 for more information before determining which features and terms are the right fit.
4. **Page 19, 2b (iii)** – Indicate the address BMI Harris Bank should send a change of address should they need.
5. **Page 28, Program Administrator(s)**

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

- 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.

Submitting the Application

Once the packet has been compiled and all documents have been completed, mail to:

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

Alternately, the packet may be emailed to:

apeterman@oasbo.com

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.