



# 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 13<sup>th</sup> St SE Ste 100, Salem, OR 97301

## Organization

<i>Name</i>		
<i>Mailing Address</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Superintendent or Business Manager</i>		
<i>Web address where Board of Directors are listed</i>		

## Card Administrator

<i>Name</i>		
<i>Title</i>		
<i>Mailing Address</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone</i>	<i>Fax</i>	
<i>Email</i>		

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](mailto:apeterman@oasbo.com).

Approved by Oregon ASBO

Date

Approved by Harris/BMO

Date