



**OREGON ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS**
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To: Interested Procurement Card Users
From: Angie Peterman, Executive Director
Re: How To Get A Procurement Card Program Started in Your District

You have indicated an interest in the new Procurement Card program offered through a partnership between OASBO and Illinois ASBO. This memo is to let you know what you will need to do and how to proceed if you decide you want to participate. The documents you will need to get started are attached to this memo. Be sure to read the documents and this memo carefully before taking any action. If you have questions once you've reviewed these documents let me know.

STEP I

Review Board Policies to determine that you have a policy in place that allows you to issue Credit Cards. If you do have a policy you will want to be sure that the policy and procurement card program are in agreement. You may have a spending limit set in your policy that will impact the spending limit you set for each individual procurement card. If you do not have a policy, OSBA has sample policies available for you to review.

STEP II

Review the enclosed sample "Resolution Authorizing Issuance of Individual Procurement Cards." You should review the resolution and modify it as needed to meet the needs of your Board/School District. Please make sure you have the Board Chair sign and date the resolution.

STEP III

Review the enclosed copy of the "Member Account Agreement." You will need to complete and attach the agreement to your application. Please follow these instructions:

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. Section 10.2 Give the name, address, etc. of the person who should receive official notices of any program changes/amendments (this will probably be the Superintendent or Business Manager).
3. On page 12 Complete the information as Member - the Bank will sign and return a copy to the school district when the application is approved.
4. Schedule 1 (unnumbered page following page 12)
 - ◆ Date and give complete name of the school district.
 - ◆ **Item 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.**

4. Schedule 1 (unnumbered page following page 12) (Continued)

- ◆ **Item B:** During your card implementation training, you will choose a Monthly Billing Date of either the 5th or the 20th of each month. The Payment Due Date is a crucial decision, as you must decide how many days after the Monthly Billing Date Harris Bank will receive your payment. Your choices are: 7, 14, or 21 days (if you select the 5th as a Billing Date, and a Payment Due Date of 14, Harris must receive your payment by the 19th of each month or you will incur late payment charges.)
- ◆ **Item D:** List the name of 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.

5. Page 3 of
Schedule 1

Sign.

Note: The rebates generated by the Procurement Card program will be paid to Oregon ASBO. Oregon ASBO will distribute rebate shares to the participating districts, less program expenses and administrative overhead/sponsorship fees. It is the intent of the OASBO Board to return the majority of the rebates to the participating school districts.

If you have any specific questions about the Member Account Agreement, contact Melissa Broemmel by phone at 312.845.2004, or by email at melissa.broemmel@bmo.com.

STEP IV

Complete the “Application to Participate” – one for the person in your district who will be Procurement Card Administrator, i.e. over-see the program. If that person has an assistant(s) complete a form for each.

The packet includes a sample of the “Procurement Card Staff Agreement,” you may use or modify it for each employee who will receive a Procurement Card. They should sign this form when given a card.

Complete the “Tax-Exempt” certification form along with the “Employer Set-Up” form. You can download electronic copies of these forms by going to our website at www.oasbo.com.

As a reminder the Resolution and Procurement Card Staff Agreement are samples. They can be edited/modified as needed based on the needs of your individual school district.

STEP V

Once you have completed/signed/dated the above referenced documents, send them with **copies of your last three (3) financial audits** to:

Oregon ASBO, Procurement Card Application
c/o Angie Peterman
PO Box 1068
Salem, OR 97308-1068

STEP VI

Once Oregon ASBO has received all of the necessary materials and application, they will be reviewed/signed and sent to the Harris Bank (Bank of Montreal) as soon as possible after they are received. Within a few days, you should receive a "Client Implementation Guide" from Harris/BMO, which is very user-friendly. Shortly after receiving this guide, a training session with your Procurement 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 basis, and in most cases will involve a 30-45 minute telephone 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 Procurement Card Administrator in 5-7 business days.

STEP VII

Once your cards begin to be used for purchasing, the implementation officer of the bank will schedule a training session to explain how to access information about card utilization and explain all of the reporting options that are available. **There is no special hardware or software needed to support this program – only an Internet connection – there are no costs or fees to the school district for this service.**

Other Information

A copy of a Power Point presentation that will explain the basics of a Procurement Card that you can use with your Board of Directors and/or employees who will be using the Card is attached.

Illinois ASBO has an online unit about the program (with audio) on their website for your use. Go to www.iasbo.org, click on Pools, Cooperatives, Consortiums, then click on Procurement Card.

Attached to this memo is a statement from the Government Finance Officers Association (GFOA), which you might find useful with your Board and others in developing understanding of what a Procurement Card is and how/why a Board should approve one. Also attached are some examples of forms that you may want to use, again, electronic copies can be accessed from our website.

Finally, if you need an "Orientation to Procurement Cards" session for yourself, principals and/or other administrators in your district that go beyond what is online, please let me know and we'll schedule a session.

If you have questions please contact me at 503-588-2800 or by email at apeterman@osba.org.

adp:ap
Enclosures