



Application to Participate  
in  
MASBO's p-Card Program

Please complete one form for each  
program administrator.

To participate in the MASBO P-Card program, the following information must be provided to:

Robert Bayuk  
MASBO  
208 Montana Ave. Ste. 102  
Helena, MT 59601

Name of School District/Community College/Educational Institution	
Mailing Address	
Name of Superintendent OR School Business Manager	
Name of Person Who Will Administer the P-Card Program for the School District	
Mailing Address	
Telephone	(____) _____
Fax	(____) _____
Email	_____

Please attach to this application sheet, the following:

- Signed original of the Board of Education approving resolution,
- Your school district's last 3-years of financial audits (copy),
- The completed member account agreement,
- The completed sales tax exempt form and letter.

When MASBO receives the above, it will be reviewed (on a first come, first served basis) by the Bank of Montreal/Harris Bank for acceptability and the person listed above as Program Administrator will be sent an implementation packet and a time for initial training will be established.

This will normally take place within 21 business days of receipt of the application. A list of p-Card Administrators will be posted on our website to facilitate p-Card district communication with one another and having a support/user network.

MASBO will then schedule initial training with the school district's p-Card Administrator(s).

*If you have any questions, please contact Robert Bayuk at 406.443.0631 or email him at [rbayuk@masbo.com](mailto:rbayuk@masbo.com) or Lynda Brannon at 406.442.5599 or email her at [lbrannon@masbo.com](mailto:lbrannon@masbo.com) or Holly Wallace at 815.753.9083 or email her at [hwallace@niu.edu](mailto:hwallace@niu.edu)*

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Approved by Illinois ASBO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Harris/BMO

\_\_\_\_\_  
Date