



Established since 1968

Montana Association of School Business Officials

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To: Interested Procurement Card (p-Card) Users

From: Lynda Brannon, Executive Director

Re: How To Get A p-Card Program Started in Your District

Contracts have been signed and the Procurement Card (p-Card) program is OPERATIONAL. This memo is to update you on how to proceed and to furnish you with the documents you need to get started. Please read this memo carefully and email my administrative assistant Robert Bayuk if you have any questions at rbayuk@masbo.org.

STEP I

Enclosed is "Resolution Authorizing Issuance of Individual Procurement Cards," which you can take to your Board of Trustees as is OR modify it to meet the needs of your Board/School District. Please make sure you have the Board of Trustees President sign and date the resolution.

STEP II

Enclosed is a copy of the "Member Account Agreement" you will need to complete and attach to your application. Please follow these instructions:

1. Section 1.1 Fill in the dollar amount you estimate will be the largest amount your p-Card usage could reach in the heaviest month of use, i.e., if all cards were used to their monthly maximum spend.
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 of 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.

"MASBO IS DEDICATED TO TRAINING AND SUPPORTING THE PEOPLE RESPONSIBLE FOR BUSINESS OPERATIONS OF MONTANA SCHOOLS. THE GOAL IS TO ENABLE MEMBERS TO MANAGE THE BUSINESS IN ORDER TO SUPPORT EDUCATION FOR MONTANA CHILDREN"

◆ **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 p-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 p-Card program will be paid to Illinois ASBO. Illinois ASBO will distribute rebate shares to the participating districts, less program expenses and administrative overhead/sponsorship fees.

6. Tax Exempt Number Form. Indicate Montana does not have State Sales Tax.

If you have any specific questions about the Member Account Agreement, contact Bryan Barger by phone at 1-312-845-2023, or email at bryan.barger@bmo.com.

STEP III

Complete the "Application to Participate" – one for the person in your district who will be p-Card Administrator, i.e., oversee the program. If that person has an assistant(s) complete a form for each. Indicate clearly who the primary administrator is and who the assistant administrators are.

The "Exemplar p-Card Use Agreement" form you may use or modify it for each employee who will receive a P-Card. They should sign this form when given a card.

Please contact Robert at rbayuk@masbo.org if you would like to have additional copies of the Resolution and Exemplar p-Card User Agreement.

STEP IV

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

Robert Bayuk
MASBO p-Card Application
208 N. Montana Ave Ste 102
Helena, MT 59601

STEP V

Once MASBO has received the documents they will then be forwarded to Illinois ASBO. Illinois ASBO will then review/sign and send the documents to the Harris Bank (Bank of Montreal) on the same day 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 p-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 p-Card Administrator in 5-7 business days.

STEP VI

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 the Power Point presentation that explains the basics of p-Card that you can use with your Board of Education and/or employees who will be using the Card is also attached. This Power Point is updated regularly and can be viewed (with narrative) or downloaded on the Illinois ASBO website at www.iasbo.org

IASBO has put 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.

This is a great opportunity for school districts. Your use of the program will improve operations and strengthen the school business management functions and tasks in your school.

Contact Robert Bayuk by phone at (406) 443-0631 or by email at rbayuk@masbo.org anytime you have questions. You can also contact Holly Wallace (Illinois ASBO) at (815) 7553-9083 or by email at hwallace@niu.edu.

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