

p-Card Application Checklist

The following must be returned with your application packet. BMO now accepts applications by email.

All applications are reviewed by MASBO and then forwarded to BMO.

BMO takes 4-6 weeks to process complete applications.

- Original Signed Board Resolution
- Board Meeting Minutes from the meeting where the resolution was passed (you may include *Draft Meeting Minutes* and then forward *Approved Meeting Minutes* during application processing.)
- BMO Member Account Agreement-fillable pdf or hand filled
- 3 years of Audited Financial Statements-most recent (include *3years TFS if annual audits not required.*)

Don't forget to complete and get hand signatures:

- 1 Agreement, page 1 – Date, District Name, Physical Address, Federal Tax ID, Credit Limit
- 2 Agreement, page 11 – Audits available online? If so fill in website address
- 3 Agreement, page 17 – Persons authorized by Board Resolution; signature, printed name, title
- 4 Schedule 1, page 18 – Billings Date, Payment Method, ACH pull date or n/a, Limit
- 5 Schedule 1, page 19 – District Name, Mailing Address, Fax
- 6 Schedule 1, page 20 – Check box, if no fill in head office address
- 7 Schedule 5, page 28 – Program Administrators (same as on page 17)
Name, Title, Address, Numbers, Email, Signature

Once you have completed, signed, dated the above referenced documents, email them to:

mroach@masbo.com