

p-Card Application Checklist

The following must be returned with your application packet. We highly suggest sending your packet by a mail system that tracks. You do not need to send it 'next day' but remember the sooner it gets to MASBO, the sooner it can get to BMO for the process to begin. BMO takes 4-6 weeks to process complete applications.

- Original Signed Board Resolution
- Board Meeting Minutes from the meeting where the resolution was passed
- BMO Member Account Agreement-fillable pdf or hand filled
- 3 years of Audited Financial Statements-most recent
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 (on page 17) Name, Title, Address, Numbers, Email, Signature

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

MASBO

attn: Marie Roach

P.O. Box 400

East Helena, MT 59635

Please email Marie with questions: mroach@masbo.com