

## p-Card Packet Check List

The following **MUST** be returned with your packet to Marie Roach with **MASBO**

- 1 Original Signed Board Resolution
- 2 Minutes from the Board meeting where the resolution was passed; showing ayes, nays and a list of board members present
- 3 BMO Member Account Agreement-fillable pdf or hand filled
- 4 3 years of Audited Financial Statements-most recent

***DON'T FORGET the following in the BMO Member Account Agreement:***

- 1 Page 1: Date, District Name (not #), Address, Federal Tax ID #, Requested Credit Limit
- 2 Page 11: Are your Financials Available Online? Please mark (yes/no)
- 3 Page 17: District Name, TWO Admin Signatures/ Names/Titles
- 4 Page 18: Billing (Statement) date of 5<sup>th</sup> or 20<sup>th</sup>; ACH/Check, ACH Pull Date, Requested Credit Limit
- 5 Page 19: District Name/Address/Fax
- 6 Page 20: Member head office address, if not the same as page 19
- 7 Page 27: TWO program administrators from the district (business mgr/clerk, assistant clerk, supt, board member, head teacher etc.

**Once you have completed/signed/dated the above referenced documents, email them to: [mroach@masbo.com](mailto:mroach@masbo.com)**

Please note:

- Applications take 4-6 weeks to process
- BMO will contact you if they have any questions and/or once your file is approved
- You may need to send the application packet emails in separate emails to Marie, due to file size.
- When completing the agreement, you need to have two district admins. Once your application is approved, BMO will contact you to determine who cards will be issued to, individual card limits etc.
- Your credit limit is monthly; as you pay your bill it regenerates.