**p-Card Packet Check List**

**The following MUST be returned with your packet**

**We HIGHLY suggest sending your packet by a mail system that tracks (ie…FedEx).**

**You do not need to send it “next day”, but remember the sooner it gets to us the**

**sooner the process begins!**

* Original Signed Board Resolution
* Minutes from the Board meeting where the resolution was passed OR Website link/list of Board Members (fname, lname, Board Member titles if applicable)
* BMO Member Account Agreement-fillable pdf or hand filled
* 3 years of Audited Financial Statements-most recent
* Organization Set Up Form – 1 form for every p-Card Administrator

DON’T FORGET HAND SIGNATURES:

1. Agreement Page 12 – Person authorized by Board Resolution

2. Schedule 1, Section D (page 14 of PDF) signatures of each Program Administrator listed

3. Schedule 1, page 4 (page 16 of PDF) on the left hand side the signature of one of the same person(s) who signed page 12

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

**Alaska:** Tonya Bragg

BMO Harris Bank, NA

111 W Monroe, 5 East

Chicago, IL 60603

**Illinois:** Tonya Bragg

BMO Harris Bank, NA

111 W Monroe, 5 East

Chicago, IL 60603

**Indiana:** Tonya Bragg

BMO Harris Bank, NA

111 W Monroe, 5 East

Chicago, IL 60603

**Iowa:** Jim Schraff, Executive Director

Iowa ASBO

62 Hidden River Ct.

Tipton, IA 52772

**Kansas:** Tonya Bragg

BMO Harris Bank, NA

111 W Monroe, 5 East

Chicago, IL 60603

**Massachusetts:** Tonya Bragg

BMO Harris Bank, NA

111 W Monroe, 5 East

Chicago, IL 60603

**Montana:** Marie Roach, Administrative Assistant

Montana ASBO

900 N. Montana Ave. Ste, A5

Helena, MT 59601

**New Hampshire:** Tonya Bragg

BMO Harris Bank, NA

111 W Monroe, 5 East

Chicago, IL 60603

**New York:** Amanda Wing

NYSASBO

453 New Karner Rd.

Albany, NY 12205

**Oklahoma:** Tonya Bragg

BMO Harris Bank, NA

111 W Monroe, 5 East

Chicago, IL 60603

**Oregon:** Tonya Bragg

BMO Harris Bank, NA

111 W Monroe, 5 East

Chicago, IL 60603

**South Dakota:** Matt Flett, Chief Financial Officer

Assoc. School Boards of SD

306 E. Capitol Ave

Pierre, SD 57501

**Vermont:** Tonya Bragg

BMO Harris Bank, NA

111 W Monroe, 5 East

Chicago, IL 60603

**Washington:** Brianne King, Executive Director

Washington ASBO

284 Lee St. SW #132

Tumwater, WA 98501

**Wisconsin:** Woodrow Wiedenhoeft, Executive Director

Wisconsin ASBO

4797 Hayes Rd. Ste. 101

Madison, WI 53704