

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!

- A. Original Signed Board Resolution (blue)
- B. Member Account Agreement (white)
- C. Organization Set- Up Form (pink)
- D. Audited Financial Statement Agreement (green)
- E. School District Information (yellow)
- F. 3 years of Audited Financial Statements

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

Alaska: Amy Lujan, Executive Director
Alaska ASBO
3145 Pioneer Ave.
Juneau, AK 99801

Illinois: Holly Wallace, p-Card
Illinois ASBO
108 Carroll Ave.
DeKalb, IL 60115

Indiana: Dennis Costerison, Executive Director
Indiana ASBO
One Capitol, Ste. 1215
Indianapolis, IN 46204

Iowa: Jim Schraff, Executive Director
Iowa ASBO
Iowa State University, N229E Lagomarcino Hall
Ames, IA 50011

Massachusetts: John Crafton, Executive Director
Massachusetts ASBO
84 Brick Kiln Rd.
Chelmsford, MA 01824

Montana: Lynda Brannon, Executive Director
Montana ASBO
208 N. Montana Ave. Ste, 102
Helena, MT 59601

New Hampshire: Holly Wallace, p-Card
Illinois ASBO
108 Carroll Ave.
DeKalb, IL 60115

Oklahoma: Holly Wallace, p-Card
Illinois ASBO
108 Carroll Ave.
DeKalb, IL 60115

Oregon: Angie Peterman, Executive Director
Oregon ASBO
707 13th St. Ste. 100
Salem, OR 97301

South Dakota: Bill Lynch, Chief Financial Officer
Assoc. School Boards of SD
306 E. Capitol Ave
Pierre, SD 74074

Vermont: Holly Wallace, p-Card
Illinois ASBO
108 Carroll Ave.
DeKalb, IL 60115

Washington: Nancy Moffat, Executive Director
Washington ASBO
284 Lee St. SW #132
Tumwater, WA 98501

Wisconsin: Woodrow Wiedenhoft, Executive Director
Wisconsin ASBO
4797 Hayes Rd. Ste. 101
Madison, WI 53704