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School District Information

Please fill one out for the Program Administrator, and at least one Assistant Program Administrator. If you choose to have more than one Assistant, please fill out a separate sheet.

CLEARLY, mark each sheet to differentiate the Administrator and Assistant.



School District Information
for
Illinois ASBO's p-Card Program

Please complete one form for each
program administrator.

To participate in the Illinois ASBO P-Card program, the following information must be provided to:

p-Card Application

Illinois ASBO
Northern Illinois University, IA-103
108 Carroll Ave.
DeKalb, IL 60115-2829

*Name of School District/Community College/Educational Institution	
*Tax Exempt ID # or Tax ID	
*Mailing Address	
*Name of Superintendent OR School Business Manager	
*Name of Person Who Will Administer the P-Card Program for the School District	
*Telephone	(____) _____
Fax	(____) _____
*Email	_____

*** required fields for processing**

Please attach to this application sheet, the following:

- Signed original of the Board of Education approving resolution,
- Your school district's last 3-years of financial audits (copy), if your audit is available online, please indicate where it can be accessed _____ (web address if applicable),
- The completed member account agreement,
- Recurring Audited Financial Statement Agreement.

When Illinois ASBO receives the above, it will be reviewed (on a first come, first served basis) by the Bank of Montreal/Harris Bank for acceptability and credit worthiness. Once credit is approved (which takes approximately 21 calendar days from acceptance by the bank), the person listed above as Program Administrator will be sent an email with an implementation packet and a request to participate in an initial implementation session. After the initial implementation session and all implementation paperwork is received by the bank, cards will be received in approximately an additional 28 calendar days.

A list of p-Card Administrators will be posted on our website to facilitate p-Card district communication with one another and having a support/user network. Do you want to be listed on our website: Yes No

If you have any questions, please contact Holly Wallace at 815.753.9083 or email her at hwallace@niu.edu.

Approved by Illinois ASBO _____

Date _____

Approved by Harris/BMO _____

Date _____