

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

DON'T FORGET HAND SIGNATURES:

1. **Agreement Page 17** – signatures of Program Administrators
2. **Schedule 5** (page 28) signatures of each Program Administrator

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

Alaska: Sabina Bednorz-Widelak
BMO Harris Bank, NA
111 W Monroe, 5 East
Chicago, IL 60603

Connecticut: Sabina Bednorz-Widelak
BMO Harris Bank, NA
111 W Monroe, 5 East
Chicago, IL 60603

Illinois: Sabina Bednorz-Widelak
BMO Harris Bank, NA
111 W Monroe, 5 East
Chicago, IL 60603

Indiana: Sabina Bednorz-Widelak
BMO Harris Bank, NA
111 W Monroe, 5 East
Chicago, IL 60603

Iowa: Nancy Bow, Executive Director
Iowa ASBO
5660 Michael Dr. NE
Cedar Rapids, IA 52411

Massachusetts: Sabina Bednorz-Widelak

BMO Harris Bank, NA
111 W Monroe, 5 East
Chicago, IL 60603

Montana: Marie Roach
Montana ASBO
PO Box 400
East Helena, MT 59635

New Hampshire: Sabina Bednorz-Widelak
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: Sabina Bednorz-Widelak
BMO Harris Bank, NA
111 W Monroe, 5 East
Chicago, IL 60603

Oregon: Sabina Bednorz-Widelak
BMO Harris Bank, NA
111 W Monroe, 5 East
Chicago, IL 60603

South Dakota:
Assoc. School Boards of SD
306 E. Capitol Ave
Pierre, SD 57501

Vermont: Sabina Bednorz-Widelak
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: Kaitlyn Peters
Wisconsin ASBO
4797 Hayes Rd. Ste. 202
Madison, WI 53704