

## P-Card Packet Check List

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

We **HIGHLY** recommend 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
- B. Member Account Agreement
- C. Organization Set- Up Form
- D. Audited Financial Statement Agreement
- E. School District Information
- F. 3 years of Audited Financial Statements

#### Other Information:

A copy of a Power Point presentation (cream) that explains the basics of a p-Card that you can use with your Board of Education and/or employees who will be using the Card is attached.

A package labeled “Homework” is for you to read, and work on while you are waiting for implementation to begin. In the “homework” packet is a sample of an *Individual p-Card Use Agreement*. This can be modified or changed based on the individual needs of your school district. Also included are the Authorization Controls Form and the Cardholder Spreadsheet.

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

Oregon ASBO, p-Card Application  
c/o Angie Peterman, Exec. Director  
707 13<sup>th</sup> St SE, Suite 100  
Salem, OR 97301