


BMO Guidelines

- BMO cardholders collect and submit all receipts to Clerical to prepare for BMO online entry.
 - Use BMO cards for: travel expenses, online purchases, purchases from small providers
 - Don't use BMO cards for: primary vendors (e.g. Hall Printing). Submit these invoices to Accounts Payable
- Clerical have online access to BMO & enter descriptions and GL accounts online.
- Clerical prepare complete credit card packages:
 - BMO statement - GL accounts written next to each payment line item on statement
 - Support documentation for all payments attached in chronological order (including receipts for amounts that will be reimbursed to the District)
 - If the cardholder is not able to provide the detailed receipt showing GST and items purchased, a signed A.9 Missing Receipt Form is required ([see District forms page](#)).
 - Invoice stamp the front page of the BMO statement: clerical initials (confirm prepared) and BMO card holder initials (confirms approved). Example:

BMO  Financial Group

Statement

Account Name: SD 8, RECEPTION Card Number:
 Company Name: SCH DIST 8-KOOTENAY LAKE Account Limit: \$
 Employee ID:
 Statement Date (MM/DD/YYYY): 06/25/2020 Currency: CANADIAN DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date. Payments: \$ 0.00
 Adjustments: \$ 0.00

DESCRIPTION	AMOUNT	
		Net Purchases: \$
		Cash Advance: \$ 0.00
		Fees: \$ 0.00
		Other Charges: \$ 0.00
TOTAL AMOUNT OF INVOICE		New Account Balance: \$

P.O. NO. P.O. COMPLETE? CHECKED BY: *[Signature]*
 INVOICE NO. *4-41-50400-102*
 For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
05/26	05/27 346432873	HIPPERSON HWR CO LTD NELSON BC <i>4-41-50400-102</i>	\$ 90.95 066158	\$ 10.91 (e)	\$ 101.86 ✓
05/26	05/28 346526122	SAVE ON FOODS #953 NELSON BC <i>4-41-50400-102</i>	\$ 11.31 093449	\$ 1.36 (e)	\$ 12.67 ✓
05/27	05/28 346627528	HUME 2 GO NELSON BC <i>4-40-34500-0</i>	\$ 184.58 067209	\$ 9.23 (e)	\$ 193.81 ✓

- Completed packages are due on the last day of the statement month (Statements are dated the 26th and packages are due the last day of the same month).
- Completed packages must be scanned and submitted to Accounts Payable clerk by the due date.