BMO Guidelines

- BMO cardholders collect and submit all receipts to Clerical to prepare for BMO online entry.
- 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 any receipts are not available, a signed missing receipt form is required
  - 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
Net Purchases:	$
Cash Advance:	$ 0.00
Fees:	$ 0.00
Other Charges:	$ 0.00
New Account Balance:	$

ACCOUNT CODE	AMOUNT
TOTAL AMOUNT OF INVOICE	
P.O. NO.	P.O. COMPLETE?
INVOICE NO.	CHECKED BY
PROJECT NO.	PRINCIPAL

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	4-41-50400-102	$ 90.95 066158	$ 10.91 (e)	$ 101.86
05/26	05/28 346526122	SAVE ON FOODS #953 NELSON BC	4-41-50400-102	$ 11.31 093449	$ 1.36 (e)	$ 12.67
05/27	05/29 346627528	HUME 2 GO NELSON BC	4-40-34500-0	$ 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.