


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 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 release

Payments:	\$ 0.00
Adjustments:	\$ 0.00
Net Purchases:	\$
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$

AMOUNT	AMOUNT
TOTAL AMOUNT OF INVOICE	
P.O. NO.	P.O. COMPLETE?
INVOICE NO.	CHECKED BY

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.