


BMO Procedure

- Credit cards are the responsibility of the cardholder.
- **Detailed receipts (not summary value) are required. If unable to provide a detailed receipt, this is considered a missing receipt.**
 - **Missing receipts require personal reimbursement (not school trust) by the cardholder.**
- BMO cardholders maintain and submit all detailed receipts to Clerical to prepare for BMO online entry.
 - Clerical have online access to BMO & enter descriptions and GL accounts online.
- Clerical prepare complete monthly credit card packages:
 - BMO statement – GL accounts written next to each payment line item on statement
 - Detailed receipts (not summary value) for all payments attached in order of items on the BMO statement (including detailed receipts for amounts that will be reimbursed to the District).
 - Book purchases identified.
 - Paid on behalf expenses identified with employee name (e.g. meals for groups of 6 or less, travel costs, mileage, accommodations, gas, professional development expenses, membership fees).
 - 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:	\$ _____

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 ✓

For your records only. No payment required.

- 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 the Executive Assistant to the Superintendent** by the due date.

Other Purchasing Options

- Other purchasing alternatives to BMO credit cards include vendor invoices submitted to accounts payable, or staff can purchase items on their own personal credit cards and submit for Employee Reimbursement. Employee reimbursements are processed in an efficient and timely manner.