

Purchasing Program Procurement Card



Increase your savings and decrease your paperwork with your AMSC Procurement Card.

- Annual rebate on your BMO Mastercard P-Card purchases
- No card fees for setup, annual renewal, card replacement or changes
- AMSC will manage setup and ongoing administration
- \$100,000 insurance for employee misuse
- One convenient monthly invoice
- Payment is due within 30 days of receipt of statement
- Restrict how, when and where the P-Cards can be used based on your organization's needs
- Access to BMO Spend Dynamics®, a user-friendly tool designed to help you manage your procurement card program more easily. Benefits include:
 - Full visibility and control over your spend
 - Comprehensive reporting that helps improve purchasing decisions, optimize spend policies and reduce risk.
 - Flexible configuration and proactive alerts

Procurement card sign up process

1. Determine number of cards and limits required for your organization.
2. Download and print the [Procurement Card Application Form](#).
 - Ensure each intended cardholder completes all sections of the Procurement Card Application Form.
 - Submit completed forms to accounting@auma.ca.
3. We will review application, credit limit(s) and will contact you if required.
4. Once approved, you will receive your customized Procurement Card Agreement and Program Administrator Designation Form.
 - Complete the agreement and form.
 - Return to accounting@auma.ca.
5. BMO will create Procurement Card(s) (P-card) and temporary PIN(s).
 - The PIN(s) and P-card(s) will be mailed separately for security purposes. Your PIN(s) will be mailed first. The P-card(s) will be mailed four business days later.

Required documents are available online at: auma.ca/procurementcard.

A member login is required to view the documents. Request a login at: auma.ca/user/register.



310-AUMA | purchasing@auma.ca
auma.ca/procurementcard