



PURCHASING CARD AND BUSINESS TRANSACTION ACCOUNT (BTA) REPORTING AND ACCESS REQUEST

INSTRUCTIONS:

- Ministries should complete this form to set up an employee to access BMO details Online reporting functions.
- A separate form should be used for each program to be accessed, (i.e., Purchasing Card or BTA).
- When a form is completed, please forward original to your Ministry Card Coordinator.
- **Please type or print clearly.**

ORGANIZATION NAME The Province of British Columbia	MINISTRY NAME	TYPE OF REQUEST <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE
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EMPLOYEE OFFICE CONTACT INFORMATION

NAME (Last Name, First Name and Initial)		GOVERNMENT EMPLOYEE ID NO.	
BRANCH	EMPLOYEE PHONE NO. ()	EMPLOYEE EMAIL ADDRESS	
OFFICE STREET ADDRESS	CITY	PROVINCE	POSTAL CODE

EMPLOYEE ACCOUNT AUTHORIZATION CONTROLS

PROGRAM TYPE

PURCHASING CARD
 BUSINESS TRANSACTION ACCOUNT

COMMENTS (*Describe access required*)

CONSENT

I, **THE UNDERSIGNED**, hereby consent for the purposes of the *Freedom of Information and Protection of Privacy Act* to:

- a) the Province and the Bank disclosing or exchanging personal information relating to my use of BMO details Online, including my government issued employee ID number, between one another or with any subcontractor of the Bank, for the purposes of collecting, recording, storing, auditing, reporting and processing information relating to the use of BMO details Online; and,
- b) the Bank or its subcontractor storing, outside of Canada, any such personal information.

EMPLOYEE SIGNATURE X	EMPLOYEE NAME (<i>PLEASE TYPE OR PRINT</i>)	DATE SIGNED YYYY / MM / DD
EXPENSE AUTHORITY SIGNATURE X	APPROVAL NAME (<i>PLEASE TYPE OR PRINT</i>)	DATE SIGNED YYYY / MM / DD

ADDITIONAL SET-UP INFORMATION – OFFICE USE ONLY

REPORTING UNIT (Hierarchy) NAME	HIERARCHY NUMBER ('Reports To' Profile)
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