

**EasyProcure, The Education Procurement Card  
Informational Sheet/Application**

**Entity & Contact Information**

Entity Name: \_\_\_\_\_ EIN# \_\_\_\_\_

Program Admin./Title \_\_\_\_\_ Passcode\* \_\_\_\_\_

Program Admin. Backup/Title \_\_\_\_\_ Passcode\* \_\_\_\_\_

\*Select a four digit numeric passcode to authenticate the caller.

Physical Address/City/State/Zip \_\_\_\_\_

Mailing Address (if different than physical) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_ Fiscal First Month (Ex: YE-January) \_\_\_\_\_

It is required that your entity has a Pennsylvania School District Liquid Asset Fund (PSDLAF) account and a PNC Bank account to participate. EasyProcure program participation requires \$12,000 of annual spend and a minimum of 10 cards. Please designate what PSDLAF account will supply the funds on a monthly basis to your new PNC Account.

PSDLAF Account # \_\_\_\_\_

*Note:*

1. *A unique PNC DDA will be established for this program*
2. *The EasyProcure billing cycle is based upon 30 calendar days and ends on the 25<sup>th</sup> of every month. Payment terms are 5 calendar days after the end of the cycle.*

**Procurement Card Program Information**

1. Do you currently have a procurement or purchasing card program in place? \_\_\_\_\_

If yes, a. How many cardholders/accounts do you currently have? \_\_\_\_\_

b. What is your current monthly spending for the program? \$ \_\_\_\_\_

c. How long has the program been active (beyond pilot)? \_\_\_\_\_

d. Is your purchasing card program an A/P solution or Distributed Card Program \_\_\_\_\_

2. What are the anticipated uses for the procurement card program? \_\_\_\_\_

3. What is your anticipated annual procurement card program spend volume in dollars? \$ \_\_\_\_\_

4. What total monthly credit limit are you requesting \$ \_\_\_\_\_

5. Have you already discussed a purchasing card program with a PNC Bank representative? \_\_\_\_\_

If yes, with whom did you discuss this program? \_\_\_\_\_

6. Which EasyProcure Program structure are you enrolling in:

a. Distributed Card Program \_\_\_\_\_

➤ Would you like to have your tax exempt number on your procurement cards? \_\_\_\_\_

➤ Do you plan to utilize the general ledger auto-posting feature in the program? \_\_\_\_\_

➤ What financial software package do you utilize for A/P processing? \_\_\_\_\_

➤ Does your entity use a centralized electronic purchase order system? \_\_\_\_\_

b. ActivePay (A/P Solution) Program \_\_\_\_\_ **(minimum of \$5MM potential spend)**

7. Does your organization currently use PNC Bank for services? \_\_\_\_\_

If yes, please list the services and the PNC Bank Representatives:

Services

PNC Bank Representative

**Send completed application and ONE of the following to EasyProcure:**

- **Three years of your entity's audited financial statements (electronically, if possible) and an electronic listing of suppliers paid over the last 12 months and related transaction volume (dollars and items) OR;**
- **An authorization letter to transfer from an existing PNC P-Card Program to EasyProcure**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## EasyProcure Implementation Guidelines

- School Entity** Works with PSDLAF Rep to complete one-page EasyProcure application. Forwards completed application and three years of audited financial statements to Hannah Barrick at PASBO. Establishes internal Purchasing guidelines and rules for card program.  
Pennsylvania School District Liquid Asset Fund (PSDLAF) Cash Management Group: 1-866-548-8634 opt #2 or [psdlaf@pmanetwork.com](mailto:psdlaf@pmanetwork.com)  
EasyProcure Contact: Hannah Barrick, 717-540-9551
- PASBO** Reviews your packet and application. Contacts you with any questions. Forwards your application and financial information to PNC Bank.
- PNC** Submits audited financial statements to obtain credit approval that is renewed yearly. Prepares and sends opening documents (noted below\*) to establish your EasyProcure account with PNC. The forms will be prefilled with School Entity information and sent to the contact name listed on your application. Updates the EasyProcure tracking report with your organization's contact information. Distributes the tracking report within EasyProcure, PSDLAF and PNC organizations.
- PSDLAF** Works with you providing guidance during the set up process. Monitors the EasyProcure tracking report. Establishes a PSDLAF account if you are not currently a member.
- School Entity** \*Completes and returns all necessary documents received to date.
- Resolution for Extension of Credit
  - Master Resolution for New PNC EasyProcure Account
  - Signature Card for New EasyProcure Account
  - Documents to join PSDLAF (if not currently a member)
- PNC** Receives PNC documentation from School Entity and opens new EasyProcure PNC account. Completes Patriot Act check and validates school entity name and address. Generates Visa Purchasing Card agreement (may take up to three (3) business days). Sends agreement via overnight express mail to School Entity for completion.
- School Entity** Completes and returns Visa Purchasing Card agreement to PNC.
- PNC** Receives signed Visa Purchasing Card Agreement from School Entity and verifies signatures. Signatures must match the \*Resolution for Extension of Credit agreement from School Entity. Advances School Entity status in the implementation queue. Schedules kick off call with School Entity within two (2) business days of receiving Resolution for Extension of Credit.
- School Entity & PNC** Work together to establish the EasyProcure program. General Q & A of expectations and needs are reviewed. PNC will send an email to the School Entity Program administrator providing necessary forms and information for the card program implementation (contact form, employee usage agreement, ACE spreadsheet, MCC information and hierarchy information).
- PNC** Receives completed card forms from the School Entity. The card program is built within two (2) business days. Cards are ordered within four (4) business days.

# EasyProcure Implementation Guidelines

## EasyProcure and ActivePay Enrollment and Implementation Schedule

Activity	Responsibility	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Ongoing
Submit Application, Vendor File, and Three years of Financial Statements to PASBO	School District												
PASBO checks application for completeness and forwards to PNC for credit approval and vendor match process	PASBO												
PNC performs credit approval and sends Account Opening Documents/Agreements	PNC												
District returns Account Opening Docs and Agreements / PNC builds account	PNC, School District												
Kick-off meeting	PNC, School District												
Card Process Review	PNC, School District												
Card File Format / Draft Remittance	PNC, School District												
Accounting / Reconciliation Process	PNC, School District												
ERP Configuration / File Format Testing	PNC, School District												
Web Configurations / Test	PNC												
Perform Training	PNC, School District												
Billing Account Creation	PNC												
Production Configurati	PNC												
Production Card File Relay & Receipt	PNC, School District												
Select pilot vendors / Finalize Calling Script	PNC, School District												
Contact Pilot Vendors	PNC												
Order cards for employees (order vendor cards for ActivePay)	PNC, School District							EasyPro. Complete					
Flag ERP / Go Live	PNC, School District												ActivePay Complete

EasyProcure and ActivePay

ActivePay Only