

**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.**

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

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

**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:

- 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,
- the Bank or its subcontractor storing, outside of Canada, any such personal information.

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

**ADDITIONAL SET-UP INFORMATION – OFFICE USE ONLY**

<b>REPORTING UNIT</b> (Hierarchy) NAME	<b>HIERARCHY NUMBER</b> ('Reports To' Profile)
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