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 Jennifer Powers at PASBO. Establishes internal Purchasing guidelines and rules for card program.

Pennsylvania School District Liquid Asset Fund (PSDLAF) Representatives:
1-866-548-8634 option #3

- Richard L. Learn (East PA)
- Dr. Daniel P. Knueppel (Central PA)
- Donald E. Adams (West PA)

- EasyProcure Contact: Jennifer Powers, 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.