

Bank of Montreal (BMO) Purchasing Card Reconciling and Report Printing Instructions

To reconcile:

1. Log into BMO's Spend Dynamics website:
<https://www.bmospenddynamics.com/Site/#/home>
2. Select **Expenses**
 - Click on a transaction to display the transaction details.
 - From the transaction details page you will be able to split, code, and give descriptions for transactions.
 - To split a transaction click on the split button in the bottom left corner.
 - To add the account number, click on the **+** icon to edit the field.
 - To add the description, click on the **+ Add Line Description**.
 - Click **Complete** to finish coding the transaction.

To print your monthly report:

1. Go to the BMO Spend Dynamics home page > Click on the corresponding **date range hyperlink**
2. Click **View Statement Report** at bottom right.
3. Click **print icon** at top right.

Friendly Reminders:

1. The statement periods end on the 27th of each month. Your reports are due to the Business Office by the 3rd of the following month.
2. Obtain and submit **DETAILED** and **ORIGINAL** receipts.
3. Verify no Michigan sales tax is charged. If Michigan sales tax is charged, contact the vendor ASAP to get a credit on your card or submit reimbursement to the district with your statement.
4. Verify no credit card/transaction/admin/processing fee is charged. If a fee is charged, request vendor to credit your card for the fee. If vendor is unable to do this, request a full refund and we will cut them a check to avoid the fee or submit reimbursement to the district with your statement.
5. If you were granted an EFD Grant, include the grant number in your description.
6. Be detailed in your descriptions. For example, instead of "supplies" enter "pizza and pop for class party".

For additional information, please reference the following documents.

- [Purchasing Cardholder Guide](#)
- [Purchasing Cardholder Agreement](#)
- [DCS Frequently Asked Questions](#)