

# PTA Debit Card Transaction Form

**The following guidelines must be followed in using the PTA debit card:**

- (1) The form **MUST** be filled out in its entirety for all debit card purchases. The front side must be filled out in advance and signed by an authorized signer who is not the requester. The back side must be filled out upon completion of purchase, with each transaction listed and totaled.
- (2) Two (2) signatures are required prior to use of the card (the requester and treasurer). Four (4) signatures (the requester, chairman, treasurer, and president) are required after the use of the card. The signers (requester & treasurer) **MUST** be the same both times.
- (3) Card **MUST** be returned within 48 hours of check-out.
- (4) Purchases made with the debit card shall only be for PTA purposes.
- (5) The PTA debit card will be kept with the Treasurer. The use of this form will serve as the check-in/out log and transaction verification.
- (6) No cash transactions will be allowed (ATM, cash back, etc.).
- (7) See Sales Tax inclusion rules in the published Standing Rules and/or Debit Card Policy., whichever is applicable.

**Section to be filled out PRIOR to use of debit card:**

<b>Debit Card Check out Date:</b>	
<b>Member Requesting Funds:</b>	
<b>Budget Line Items:</b>	
<b>Approximate Amount:</b>	
<b>Explanation of Purchases:</b>	

**Authorization:**

\*\*(If requester is the same as the Chair, place N/A in Requester block)\*\*

<b>Requester Name</b>		<b>Date</b>	
<b>Signature</b>			
<b>Chair Name</b>		<b>Date</b>	
<b>Signature</b>			
<b>Treasurer Name</b>		<b>Date</b>	
<b>Signature</b>			

**Section to be filled out AFTER use of debit card (Attach all applicable receipts to this form):**

Date	Place of Purchase	Budget Category	Amount
		<b>Total:</b>	

**Treasurer's Use Only:**

**File this form & attached receipt with check disbursements/transactions for Financial Reconciliation.**

**Debit Card Checked - In:**

**Check Register Entry Number (Stub #)**

**Notes:**

**Authorization:**

<b>Requester Name</b>		<b>Date</b>	
<b>Signature</b>			
<b>Chairman Name</b>		<b>Date</b>	
<b>Signature</b>			
<b>Treasurer Name</b>		<b>Date</b>	
<b>Signature</b>			
<b>President Name</b>		<b>Date</b>	
<b>Signature</b>			