

DEBIT CARD PROCEDURES

A debit card, accessing the Southdale PTO checking account, will be maintained at a local financial institution. The Treasurer shall be responsible for initiating any changes to the card during Officer transition.

The debit card shall be housed in the Southdale office safe during the school year. Throughout the summer months, the Treasurer will maintain possession of the debit card.

AUTHORIZED SIGNERS

Authorization for debit card purchases must be obtained in advance by any one of the following individuals: Parent President, Principal President, Vice President – Volunteers, Vice President – Finance, or Treasurer.

PURCHASE AMOUNTS

Any one authorized signer is permitted to make purchases up to and including \$500. Purchase requests in excess of \$500 require the approval of two authorized signers.

PROCESSING REQUESTS

It is the responsibility of the Committee Chair, parent volunteer, or Southdale staff member to request authorization for ALL debit card purchases.

- **On-Line Purchases**

The individual requesting approval should research the purchases on-line and add all items to the on-line “shopping cart.” The “shopping cart” information should be printed & forwarded to an authorized signer for approval, along with a completed Debit Card Authorization form. The authorized signer shall place the order on-line and enter the debit card information for the purchase. The authorized signer must print 2 copies of all transaction receipts. One copy must be stapled to the completed Debit Card Authorization form and given to the Treasurer. The second copy should be forwarded to the requesting Committee Chair, volunteer, or staff member, for his/her committee files. At no time shall the requesting individual be in receipt of the debit card number.

- **Telephone Purchases**

The individual requesting approval should research the purchases & forward all information to the authorized signer for approval. The requesting individual must also complete the Debit Card Authorization & give it to the authorized signer. The authorized signer must verify the purchase and place the order by communicating the debit card information. The authorized signer must print 2 copies of all transaction receipts. One copy must be stapled to the completed Debit Card Authorization form and given to the Treasurer. The second copy should be forwarded to the requesting Committee Chair, volunteer, or staff member for his/her committee files. At no time shall the requesting individual be in receipt of the debit card number.

On occasion, purchases may be made during school hours, when an authorized signer is not available to call the vendor and make the purchase with the debit card information. During these times, the requesting individual will place the order directly with the vendor and communicate the transaction information to the School Secretary. The School Secretary will contact an authorized signer to approve the transaction and then contact the vendor with the debit card information. At no time shall the requesting individual be in receipt of the debit card number.

- **Purchases At School**

On occasion, payment is required when a vendor delivers purchases to the school. If an authorized signer is not available to communicate the debit card information, the School Secretary will become involved with the transaction. The requesting individual must communicate the transaction information to the School Secretary, complete the Debit Card Authorization & place it in the PTO Mailbox. The School Secretary will contact an authorized signer to approve the transaction and then communicate the debit card information to the vendor. All receipts should be stapled to the Debit Card Authorization. At no time shall the requesting individual be in receipt of the debit card number.

- **Purchases At Store**

Authorized signers are eligible to take the debit card from the school safe to make in-store purchases. The authorized signer must complete the sign in/sign out log when the debit card is removed from the safe and when it is returned. The authorized signer must also complete the Debit Card Authorization form for all purchases made.

DEBIT CARD AUTHORIZATION REPORT

A "Debit Card Authorization" form is necessary any time an individual requests a purchase via the PTO debit card. The following background data should be recorded on the form:

- Requesting Individual's Name, Email Address & Phone Number
- PTO Event / Activity Name
- Date of Request
- Description of Expense
- Type of Purchase (On-Line, Telephone, Purchase At School, Purchase At Store)
- Vendor Name, Address, Telephone Number & Email Address
- Amount of the Request

It is also necessary to mark whether the expense falls within the allotted annual budget or whether the expense exceeds the annual budget & was approved at a previous PTO meeting. If the expense exceeds the annual budget, the meeting date, when the expense was approved, must be included on the Debit Card Authorization form.

All receipts and supportive documentation should be attached to the Debit Card Authorization form.

The Debit Card Authorization form must be approved and signed by a PTO Officer. It must also be signed and dated by the individual processing the transaction and communicating the debit card information to the vendor.

The Debit Card Authorization form should be submitted to the PTO Treasurer within **10 days** of incurring the expense.

NOTE: Any commitment of funds that does not follow these policies is the personal responsibility of the initiator.