



## PTA Debit Card User Agreement

As a debit card user, I agree to comply with the following terms and conditions regarding my use of the issued card.

- Only the PTA bank signatories may be issued and use the PTA Debit Card. The Debit Card users may not be related. Users may not allow others to use his/her assigned PTA Debit Card.
- I understand that \_\_\_\_\_ PTA is liable to the bank for all charges made on the card.
- The use of a PIN or cash advance options for the PTA Debit Card is prohibited.
- Debit cards are to be used for the business purposes of this PTA only, and are never, under any circumstances, to be used for personal expenses. Failure to do so will result in immediate removal from the board, responsibility of fees incurred, and possible legal action.
- The cardholder will be personally responsible for any charges made without a preapproved PTA Debit Card Pre-Approval Form.
- All PTA Debit Card Pre-Approval forms must be signed by two authorized signatories prior to the purchase being made and may not be related.
- All local PTA debit card purchase receipts shall be submitted to the Treasurer within 5 business days of the charge to allow the Treasurer to reconcile with the bank statement and budget line items.
- I will follow the established procedures for the use of the PTA Debit Card. Failure to do so may result in immediate removal from the board, responsibility of fees incurred, and possible legal action.
- I have been given a copy of the PTA Debit Card User Agreement and understand the requirements for the use of the PTA Debit Card.
- I agree to return the PTA Debit Card immediately upon the end of my board term of this PTA or upon termination of my bank signatory privileges; whichever comes first. Failure to do so could result in possible legal action.

If the card is lost or stolen, I agree to notify the PTA Board immediately and take appropriate action with the bank to ensure funds are not at risk.

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**CARDHOLDER SIGNATURE**

**DATE**

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**PRESIDENT SIGNATURE**

**DATE**

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**TREASURER SIGNATURE**

**DATE**