

## Debit Card Request Form

Please complete this form when requesting payment of any expenses incurred on behalf of the PTA. Attach all receipts or invoices to the back of this form and forward to the PTA Treasurer within 10 days of receipt of an invoice from a third party business or at the request to procure something on behalf of the PTA for a PTA sponsored event.

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested By (Print Name): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Committee/Event: \_\_\_\_\_

Reason for Debit Card: \_\_\_\_\_

Amount of Debit: \$\_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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### *For Treasurer's Use Only*

Date Debit Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

Debit Requested by: \_\_\_\_\_

Debit Amount: \$\_\_\_\_\_

Budget Item Charged: \_\_\_\_\_

Approved by: \_\_\_\_\_