

Request for use of Debit & Credit Cards

White Settlement ISD officials are amending the administrative regulations for booster clubs and PTAs to allow the use of debit and credit cards. Procedures shall be established within each organization.

The approval of using the debit/credit card system is contingent on the following conditions:

- The organization is responsible for setting up the card system. The approval should be documented within the minutes of the booster club/PTA.
- The organization is responsible for all charges incurred by the provider of the card system.
- The organization is responsible for any disputed transactions.
- The organization is responsible for any carry forward of amounts due from one year to the next (accumulated charges not paid).
- The organization is responsible for setting up control procedures to make sure transactions are reconciled to sales.
- All devices that are used to collect money must be deposited directly into the organization's bank account. Depositing money into personnel bank accounts is not permitted for any reason.

If your organization is planning to use the card system, complete the bottom portion of this memo and return to Kim Alexander, kim.alexander@wsisd.net.

PLEASE PRINT

Name of organization _____

Name of sponsor submitting request for card system approval _____

Phone number of sponsor _____ Email _____

Date _____