

CTE PTO Credit Card User Agreement for Check Out

The Cherry Tree Elementary PTO credit card checked out to you should be considered Cherry Tree Elementary PTO (hereinafter 'CTE PTO') property. Your signature below verifies that you understand the card guidelines, agree to comply with the, are bound by the terms and conditions as outlined below, and by CTE PTO policy and administrative procedures regarding the use of the card. A new user agreement will be signed EACH time you wish to check out the card.

1. The card is provided to you based on your need to purchase goods and services for Cherry Tree Elementary/PTO.
2. The card is for Cherry Tree Elementary PTO purchases only. *The card shall not be used for personal or for any other non-school purposes whatsoever.*
3. Improper use of the card can be considered misappropriation of CTE PTO funds which may result in revocation of future use of the card.
4. You are the only person entitled to use the card and are responsible for all charges made against the card. If you share the card with someone else you hold full responsibility for all charges during the time period in which it is in your possession.
5. Honest inconsequential improper use of the card (you make an honest error) that is brought to the attention of the CTE PTO Treasurer and/or Board and quickly remedied will not be considered misappropriation of CTE PTO funds, but may result in a temporary suspension of card usage.
5. All charges are billed and paid directly by the CTE PTO. Personal payments to the account are prohibited.
- 6. Users checking out the card are expected to comply with procedures which include keeping receipts and turning in Expense forms for ALL expenditures. Failure to submit receipts to support charges can result in revocation of future card use.**
7. All purchases must have PRIOR review and approval by the Treasurer or Asst. Treasurer **PRIOR** to card check out.
8. A lost or stolen card should be reported immediately by telephone to National Bank of Indianapolis Services at (317-261-BANK) 4 to access card menu, and 2 to report as

lost or stolen, Cherry Tree Elementary School office (317-846-3086), and CTE Treasurer at cherrytreepto.treasurer@gmail.com.

9. The card may be checked out for a maximum of 7 days from the date it is issued. If the user needs additional time a request must be made to the CTE Treasurer or Asst. Treasurer in writing to cherrytreepto.treasurer@gmail.com.

10. ALL transactions processed on a CTE PTO card are subject to examination by internal and external auditors.

User Signature

Date

Print name above

Date

CTE Treasurer Signature

Date

Print name above

Date

Card # (last 4 digits) _____

Expiration Date: _____

Card is due back on : _____

Please email the Treasurer at cherrytreepto.treasurer@gmail.com and make arrangements for card turn in or place in an envelope and place in the Treasurer mailbox. You MUST email cherrytreepto.treasurer@gmail.com once you have placed it in the office PTO Treasurer mailbox.