



**Lake Youngs PTSA 9.7.25  
Debit Card Use Request**

All electronic purchases must be made by an official Lake Youngs PTSA bank signer and used only for budgetary purposes. Members wishing to request usage of the Debit Card to pay for relevant expenses must fill out **PART A** of the form below and submit to the Treasurer for approval and completion. Upon approval, the Treasurer or other approved purchaser will complete the purchase. Please include an invoice or “shopping cart” total and email a direct link to purchases whenever possible.

**PART A**

Event or Committee: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Name of Company/Business or URL: \_\_\_\_\_

Description of items/service purchased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Committee Chairperson: \_\_\_\_\_ Email: \_\_\_\_\_

Comments or Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

**PART 2**

Approved/Not Approved (Reason): \_\_\_\_\_

Company Name: \_\_\_\_\_

Name of Purchaser: \_\_\_\_\_ Purchase Date: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**LAKE YOUNGS PTSA**  
SINCE 1965