



# DCES PTO

## DEBIT CARD USE APPROVAL FORM

**\*\*THIS FORM REQUIRES TWO SIGNATURES OF AUTHORIZATION\*\***

**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_ **Date Due:** \_\_\_\_\_

**Name of person who used the PTO debit card :** \_\_\_\_\_

**Phone #/Email:** \_\_\_\_\_

**Total Amount Spent:** \_\_\_\_\_

| <b>Event/Reason:</b> | <b>Description:</b> (i.e. supplies for a class, prizes for booth, t-shirts, printing, art supplies, etc) | <b>Amount:</b> |
|----------------------|--|----------------|
|                      |  |                |
|                      |  |                |
|                      |  |                |
|                      |  |                |
| <b>Total</b>         |  |                |

**Please attach all receipts and invoices.**

**Return to PTO Mailbox to attention:** Derek Wong (608) 302-4053 [treasurer@dcespto.org](mailto:treasurer@dcespto.org)

**PTO Treasurer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PTO President signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Or Acting President)