

Canyon Rim PTA Debit Card Purchases

Debit card purchases must have advance approval from two bank signers.

- Complete this form before making a purchase.
- Obtain approval from **two authorized bank signers**.
- Submit receipts to the Treasure for reconciliation.

Documentation of Purchase

Requested By: _____ Date: _____

Email: _____ Phone: _____

Vendor / Store Name	Amount	Budget Line
1.		
2.		
3.		
4.		
5.		
Total:		

Approval

Officer's Name: _____

Signature: _____ Date: _____

Officer's Name: _____

Signature: _____ Date: _____

Section to be Completed by the Treasurer

Reconciliation

I have received the correct documentation for this purchase.

Signature: _____ Date: _____