

Sands Montessori Foundation Inc. (SMPO) Debit Card Usage Policy

In the event that committees involved in fund-raising events for the SMPO need to use the Foundation's debit card for purchasing items for said event, the committees should follow the following procedure.

1. Obtain the debit card from the Treasurer or President.
2. Use the debit card only for the intended purpose designated in writing by the committee chair (see below) and obtain approval from the committee chair to use the debit card.
3. Once the items are purchased, immediately return the debit card in an envelope to the school and place in the depository safe in the teacher's mailroom.
4. Complete the "SMPO Check Request" form and attach the appropriate receipts for the purchase.
5. Place the form in the lockbox in the teacher's mailroom or the Treasurer's mailbox in the Parent Center.

Committee Chair Approval

Printed Name: _____

Signature: _____ Date: _____

Intended Purpose/Event Name: _____

Purchase Location: _____

Debit Card User

I hereby acknowledge that I received and I will adhere to the "Debit Card Usage Policy", which sets forth the appropriate handling of the Foundation's debit card for certain SMPO events/purchases.

Printed Name: _____

Signature: _____ Date: _____