

# EXAMPLE SCHOOL PTA/PTSA

## ELECTRONIC FUNDS TRANSFER (EFT) PRE-APPROVAL FORM

Use this form prior to making any purchases or payments using electric funds.

Check One:                 Bank Account     Credit Card     Debit Card     Gift Card  
 PayPal     Square     Venmo     Other EFT \_\_\_\_\_

**All receipts for electronic funds must be attached to this form once the transaction has been completed.**

### COMPLETE ALL INFORMATION

Date of Request: \_\_\_\_\_

Name of Board Member Requesting Approval: \_\_\_\_\_

Position of Board Member Requesting Approval: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### PURCHASE/PAYMENT INFORMATION

| NAME OF VENDOR/ RETAILER<br>Reason for Charge(s) (all receipts attached) | Charge to Approved<br>Budget Line Item: | Amount |
|--|---|--------|
|  |   | \$     |
|  |   |        |
|  |   |        |
|  |   |        |
| <i>Exact Amount of Payment/Debit/Charge</i>                              |   | \$     |

**\*Two Signatures Required**

#### APPROVED BY:

\_\_\_\_\_  
**President/Treasurer Signature**

\_\_\_\_\_  
**Second Account Signer Signature**

\_\_\_\_\_  
 Printed Name President/Treasurer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name Second Account Signer

\_\_\_\_\_  
 Date

*Treasurer Use Only*

|                                   |                 |                       |
|-----------------------------------|-----------------|-----------------------|
| Transaction Date _____            | Trans. ID _____ | Amount \$ _____       |
| Monthly Statement/Appeared: _____ |                 | Budget Updated: _____ |