



# Quick Member Info

## Debit Cards

### Can our P&C Association use a debit card for purchases?

Yes, your P&C Association can agree to make certain purchases with a debit card. It is suggested that a prepaid debit card is the most appropriate account type. A debit card limits the risk exposure of your P&C Association funds to a preapproved / predetermined maximum value.

However, carefully specify; how the debit card is operated, who can use it, and for what purpose must be clearly stated in a policy drawn up by your P&C Association's.

### Is there any policy stating that a P&C Association cannot obtain a debit card for electronic banking?

There is no Policy that says you cannot have a debit card for operational expenses.

Many P&C Associations use pre-paid cards and Debit Cards as a practical part of their operations.

### Is there a procedure for the use of a debit card, i.e. a cheque requires two signatures?

Your P&C Association should develop a policy for how the debit account and debit card would be managed. The policy can be as descriptive as the P&C Association agrees.

P&C Federation suggests that all of these systems should require two signatories to 'top up' the balances and then adherence to the policy that is established for expenditure.

The policy would ideally describe; the purposes for expenditure (purchases as resolved by the P&C Association e.g. fresh produce for the canteen etc.), the reporting requirement (through the Treasurer at each general meeting etc.); who is able to utilise the card (any financial member of the P&C Association identified in the resolution, and/or the officers as identified as signatories or the canteen co-ordinator etc.), and other such matters.

### How do we initiate the use of a debit card for our P&C Association?

There would be a resolution at a general meeting of the association to the effect of

*"That [insert school name] P&C Association moves that a prepaid debit card to the value of [insert value] for use by [insert school name] P&C Association to purchase [insert reason] and that all receipts must be retained for reconciling to allow the ongoing top up to the value of [insert value]"*.

If you require further information or clarification contact P&C Federation's Member Services Team  
[mail@pandc.org.au](mailto:mail@pandc.org.au) or 1300 885 982

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