

# Debit Card Guideline

## P&C Debit Cards

### What is a Debit Card?

This is a card linked to a bank account operated by the P&C. The debit card can be used for purchases at stores through EFTPOS. When a transaction occurs, the purchase amount is immediately deducted from the bank account. There is no credit permitted on the card, only access to funds that are in the account at the time the transaction takes place.

### Can a P&C use a Debit Card?

The P&C Constitution does not exclude the use of a debit card, but it is up to each individual P&C Association to determine if a debit card is a requirement of their operations. If the P&C decides they wish to use a debit card, then they will need to put a Terms of Operation in place. WACSSO has a recommended Terms of Operation (see below).

### How does a P&C resolve to use a debit card?

This would be two separate motions. The first would be for the P&C to open a bank account that has a debit card facility. The second would be for the adoption of the debit card usage. Adoption of the usage would need to be repeated each year at the AGM. Recommended wording for the motions is:

1. "That a debit card account be opened and be called the (insert school name) P&C Association Inc. debit card account."
2. "That the Debit Card and Account Usage Policy dated (insert date) be adopted for the year (insert year), and that the signatories to the account are (List names and roles)."

## WACSSO Recommended Debit Card Terms of Operation (or Terms of Use)

- Debit card transactions, as with all P&C financial transactions, must be authorised by a General Meeting or Executive Committee meeting.
- The debit card account must be reconciled monthly by the P&C Treasurer and included in the financial statements (Treasurer's Report) to be presented to each General Meeting of the P&C.
- The Debit Card will be used under the terms and conditions of the bank that issues it.
- The P&C Association's debit card will be linked to a separate bank account, solely for the use of EFTPOS debit card transactions. The account is to be named: xxxx P&C Inc. Debit Card account.
- The name of the P&C or authorised person must appear on the debit card.
- Debit cards are not be used to withdraw cash from ATM or using EFTPOS cash out facilities without prior approval of the P&C.
- The card balance can only be increased ('topped-up') by a deposit from dual authorised signatories.
- The debit card has a maximum balance of funds (WACSSO recommends this is \$500).
- The debit card is to be used for purchases up to a maximum amount (WACSSO recommends the value of \$500).
- The printed EFTPOS receipt and itemised receipt must be forwarded to the Treasurer as soon as possible after the transaction.
- A debit card control register of authorised users will be maintained regularly.
- The debit card is to be stored in a safe when not assigned.
- The card PIN is to be held by the P&C Treasurer and changed annually.
- The card will be cancelled immediately if lost, misplaced or upon suspicion of misuse.

**For further information or guidance on appropriate debit card use, please contact the WACSSO office on 6210 0100 or email [info@wacssso.wa.edu.au](mailto:info@wacssso.wa.edu.au).**