



DEBIT CARD PURCHASE REQUEST FORM:

Requestor's Information:

Request Date: _____ Phone Number: _____

Name: _____ Email Address: _____

Event: _____

Reason for request: _____

Payment Due Date/Date Needed: _____

Payable To: _____

Purchase Amount: _____

Chairperson or PTA Executive Board Member Approval:

Name: _____ Signature: _____

Please Note: All requests must include original or copy of all receipts or invoices and a Chairperson or PTA Executive Board Member Signature in order to be processed for approval.

Please send your completed form and all necessary documentation to OCIS/OCPS Main Office
Attention: PTA Treasurer, Sandra (Heng) Han or in an agreed upon alternate location.

Note: All Debit Card Purchase Request Forms will be processed within two weeks. If you have any questions, please contact Sandra (Heng) Han, PTA Treasurer, at hansandrak@gmail.com.

Approval Date: _____ Purchase Date: _____ Purchase Amount: _____

Treasurer Signature: _____ Co-Signer: _____