

Policy for Debit Cards a/o 1/1/2010

GSWNY - Pittsford Service Unit

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In conjunction with GSWNY & Pittsford Federal Credit Union.

- One Debit card will be issued per Troop, upon request.
- The Debit card can only be issued to a Troop Leader who is a signer on the Troop Accounts at the Credit Union.
- User must select 'Credit' when the card is used at the point of sale.
- No Pin Numbers will be issued.
 - That means the card cannot be used at an ATM.
 - That means the card cannot be used where/when a PIN is required.
- The Debit card will automatically access the Troop funds available in the checking account. Troop Savings account funds will be automatically accessed if checking account funds are insufficient, however the Debit card will not have access to funds greater than the total of the Troop Account Balances at the PFCU.
- This card must be passed along to the next group using the Troop Accounts along with all other credit union/financial materials.
- There are no fees associated with the Debit card issuance or usage.
- The Credit Union can cancel a Troop Debit card at any time.
- The Pittsford Service Unit can cancel a Troop Debit card at any time.
- GSWNY can cancel a Troop Debit card at any time.
- The Pittsford Service Unit will cancel a Troop Debit card if Troops do not submit completed Girl Scout Financial Activity Reports on a timely basis.

Process to get a Debit Card.

1. A Troop Leader who is a signer on the Troop Accounts at PFCU must request the Debit Card from the Pittsford Federal Credit Union.
2. Upon receipt of the card, the Troop Finance Leader must contact Pittsford GS Financial Consultant and Pittsford GS Service Unit Manager and inform them that they have received a Debit Card. The message must also contain the Debit Card number, the Name on the card, the Expiration Date of the card, and which Troop Leader will be responsible for the card.
3. The card must be 'activated' by calling the 800 telephone number on the card and identifying 3096 as the activation number.
4. Each time the troop completes the 2035 Troop Financial Activity Form (January, June), the Troop Finance Leader must note on it which Troop Leader holds the Debit Card.
5. The Debit Card is part of the Troop Financial documentation and must be turned in when the Troop disbands/graduates. It will be passed along to the next Troop Leaders using the Credit Union checking and savings accounts.