Policy for Debit Cards (updated 2/25/2019)

GSWNY – Pittsford Service Unit

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 In conjunction with GSWNY & Pittsford Federal Credit Union

**Guidelines to Follow**

* One Debit card will be issued by Troop, upon request.
* The Debit card can only be issued to a Troop Leader who is a signer on the Troop account at PFCU.
* DO NOT set a PIN for your Debit card
	+ Do NOT use your Debit card at an ATM
	+ Select “CREDIT” when using your Debit Card at a retailer.
* The Debit card can only be issued to a Troop Leader who is a signer on the Troop account at PFCU.
* The Debit card will not have access to funds greater than the available balance in the Troop checking account.
* The card should be returned to the Finance Consultant along with all other credit union materials when a troop graduates or disbands.
* There are no fees associated with the Debit card.
* The Credit Union can cancel a Debit card at anytime.
* The Pittsford Service Unit can cancel a Debit card at anytime.
* The Girl Scouts of Western New York can cancel a Debit card at anytime.
* The Pittsford Service Unit will cancel a Debit card if Annual Finance Reports are not submitted 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, please scan and send a copy of the card to the Finance Consultant along with the name of the leader with primary responsibility for the card.
3. Activate the card by calling the 800 number – DO NOT SET A PIN
4. The Debit card is part of the Troop Financial documentation and needs to be turned in when a troop graduates or disbands.