**Appendix A**

## **School headed paper**

**Application form for the use of a credit card by a school**

**School name:**

**School roll number:**

**School Address:**

The board of management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school name*), are seeking approval from the

 (insert *Department of Education for \*C&C Schools), or name of trustee/patron body for \*VS Schools*) to apply to the financial institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enter name of bank) for a credit card to be used by the school.

Signed:

**Chairperson of the board of management**

Date:

**For patron/trustee:**

Approval for application for a credit card has been approved. Compliance with the provisions of FSSU Guideline 24 - 2024/2025 is mandatory.

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If approval is given by the patron/trustee/Department of Education for a school credit card, this application form should be signed and returned to the school)*

\*C&C schools should forward this form to: Department of Education, Schools Division,

 Cornamaddy, Athlone, County Westmeath, N37 X659

*\*C&C Schools are Community and Comprehensive Schools
\*VS Schools are Voluntary Secondary Schools*