**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

(*Department of Education, or name of trustee/patron body*) 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 P16 - 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)*