**Appendix A**

**School headed paper**

**Approval form for a School Credit Card**

**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Chairperson of the board of management**

**For patron/trustee:**

Approval for application for a credit card has been approved. Compliance with the provisions of FSSU Guideline 2021/2022-29 is mandatory.

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

*(If approval is given by the patron/trustee/Department of Educations for a school credit card, this approval 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*