

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 & Skills, 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 2018/2019-11 is mandatory.

Signed: _____

Date: _____

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