**APPENDIX A**

**Financial Control 7**

**Orders for Goods and Services and Payment of Accounts**

Schools that wish to apply for permission to use a personal debit card for subsequent staff re-imbursement should complete this form and return it to Schools Financial Services for consideration.

The use of a personal debit card will be strictly limited with added controls to minimise risk.

School Name and DFE:

Contact Name:

Reason for wishing to use a personal Debit Card, include Supplier names and approximate value of average monthly transactions:

Person/s for whom permission is sought: (Name and position in school)

Headteacher signed approval for above request………………………… Date………

Please submit your application to [compliance@theeducationpeople.org](mailto:compliance@theeducationpeople.org)

Please allow 21 days for a response.