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Web: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

Dear Colleague

## **COMPANY BARCLAYCARD – SCHOOLS**

Thank you for your interest in the Company Barclaycard Scheme.

Please find enclosed a copy of the school's manual and application forms. The manual will provide you with information on how the scheme operates.

If you wish to join the scheme, please complete the Government Procurement Card Organisation Account mandate and the Application form in full (one Application form for each cardholder) - there is a guidance sheet for completing the application form enclosed.

You also need to produce a letter of authorisation on school headed notepaper that is signed by the head teacher and one other 'key' official (e.g. deputy head, bursar). An example of this letter is also included.

**Please then return all the completed forms to me (Room SB008)**

If you have any queries please do not hesitate to contact me on the above extension.

Yours sincerely

Anne Banks  
Barclaycard Administrator