

**GUIDANCE FOR COMPLETING PURCHASING CARDHOLDER  
APPLICATION FORM**

Organisation Details -

Complete with name of school prefixed by "NYCC", e.g. NYCC Harrogate Grammar School

Business address -

Insert School address

Please send the card and PIN to cardholder's -

Tick Address above

Internal reference number -

Only if applicable

Expenditure limit requested for named cardholder -

Insert Monthly expenditure limit (recommended amount £1,500)

Single transaction limit -

Insert maximum amount required for a single transaction (recommended Amount is £500)

Merchant category groupings -

These boxes allow us to control the types of expenditure that the card may be used for -

**tick box c.**

It is recommended that only the following boxes be ticked:

2,5,6,7,8,9,11,12,14,17,18,19,20,21,22,23,24,25,26,27,29,31,32,33

Signature(s) of person(s) authorised to nominate cardholders -

Declaration

This needs completing and signing by the people authorised to act on behalf of the school, as per the letter of authorisation

New Cardholder details

Complete all details including telephone numbers and email address.

**ONCE COMPLETED PLEASE RETURN ALL FORMS TO:**

ANNE BANKS

CHILDREN AND YOUNG PEOPLES SERVICES FINANCE TEAM (RM SB008)

COUNTY HALL

NORTHALLERTON DL7 8AE