

Date: November 2017

Dear Head teacher/School Business Manager,

I am writing to inform you that we have been simplifying the arrangements for operating Government Purchase Cards scheme for schools.

The majority of schools have been operating on a stand-alone basis with direct access to the Service Team, Customer Service Operations at RBS. This speeds up the process of administering schools' Purchase cards.

If your school has not done so, could you please complete a new amendment form attached.

Some of the fields have been completed for you.

Please, complete the following sections only:

- (1) 1. Billing unit details (input your school's name in "Billing unit name" as per purchase card statement, and the last 8 digits of your school's account in "Billing unit number".
- (2) 2.2 Changes to authorised contact: add names and details of individuals with different authority levels such as programme administrator, authority holder or account signatory – please see page 1(the rule of segregation of duties applies).
- (3) 6.2 Add an authorised signatory (the rule of segregation of duties applies).

Authorisation by the business/organisation will be signed by corporate signatories.

Once the form is completed please send a hard copy to Halina Bokhovskaia at Schools Accountancy Services:

5/SE/7 Perceval House 14-16  
Uxbridge Road  
Ealing  
W5 2HL

Should you have any further queries do not hesitate Halina at:  
[BokhovshaiaH@ealing.gov.uk](mailto:BokhovshaiaH@ealing.gov.uk)

Yours faithfully

Geraldine Chadwick  
Senior Finance Business Advisor  
Children's & Families