**RBS PURCHASE CARDS**

**Employee Undertaking (Schools)**

**New / Replacement Cards**

**I declare that:**

**I have received my Purchasing Card and will keep it in a safe place at all times;**

**I have received a copy of the Instructions for Cardholders and have read and understood the content.**

**I agree to comply with its requirements particularly:**

 **that the number or the card will not be given to anyone else to use.**

**I will comply with the Internet Purchasing Framework if goods and services are purchased over the Internet.**

**I undertake to use the Purchasing Card solely for Luton Borough Council Business.**

**FAILURE TO COMPLY MAY RESULT IN YOUR CARD BEING WITHDRAWN**

**If this is a re-issue, it is your responsibility to return your old card to the finance officer**

**Card Number.........................................................................**

**Cardholder Name..................................................................**

**School.........................................................................**

**Signed....................................................................................**

**Date.........................................................................................**