**INSTRUCTIONS FOR COMPLETING CHARGE CARD APPLICATION FORM**

Business details -

Company/Organisation name………………. (This is Luton Borough Council)

Billing Unit Name ……………………….. School Name

Billing Unit number ……………………….. Do not enter number

Reporting Unit Name ……………………….. Do not complete

**2. Card Holder Details**

The name and address and details of the of the applicant. The address should be the home address of the person applying for the card. This is a bank request and is necessary for money laundering avoidance.

**Correspondence Address** ………………. This should be the school address

**Cardholders Signature …………..** Card holder’s signature.

**3 Card Holder details to be specified by the company/organisation**

Cross Standard Card

Specify a single transaction limit and Monthly expenditure limit. This should have been agreed by the Governors.

**4. Authorisation by the Company/Organisation**

**DO NOT SIGN**

This part has to be authorised and completed by the authorised signatories in the LMS team.

Please send all application forms to LMS Finance, Apex House, 30-34 Upper George Street, Luton, LU1 2RD. Alternatively you can scan the application and email to LMS@Luton.gov.uk

When the applicant has received their card from RBS please return the Employee Undertaking Form and return to the LMS Team at the address above.