

**KCC Schools – onecard  
Changes Authorisation Form**

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<b>School name:</b>	
<b>DfE number:</b>	
<b>Last four digits of card number:</b>	
<b>Cardholder's name:</b>	
<b>Contact name:</b>	
<b>Change requested:</b>	
<b>Increase monthly limit:</b>	<b>Current limit:</b> <b>New limit:</b>
<b>Increase single transaction limit:</b>	<b>Current limit:</b> <b>New limit:</b>
<b>Unblock category:</b> (we can unblock all categories apart from cash)	<b>All categories:</b>  <b>Category numbers/transaction types:</b>

**PLEASE NOTE ALL CHANGES WILL BE PERMANENT. IF YOU REQUIRE FURTHER CHANGES PLEASE COMPLETE ANOTHER CHANGES FORM.**

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Designation: Headteacher / Chair of Governors**  
(Chair of Governors to sign if the Headteacher is the applicant)

**Date:** \_\_\_\_\_

Please email this form to [schoolsfinancialservices@theeducationpeople.org](mailto:schoolsfinancialservices@theeducationpeople.org)