

## NatWest ePCS Form Completion

### Guidance on Purchase /Charge Cards in Schools states that:

*“2.2 It is for the governing body of the school, guided by the headteacher, to determine whether it is appropriate for the school to operate a purchase / charge card facility. Schools considering operating a charge card **should** read the whole of this guidance before making a final decision so that they are as well informed as possible prior to making that decision. The decision to proceed should be taken by the Governing Body and minuted as such.”*

The NatWest ePCS card application forms are available electronically via the link supplied within the website. You are required to complete the *Cardholder Application Form*, including the direct debit mandate information, when making an application and an *Amendment Form* when cancelling a card or changing a cardholder account limit.

Completed forms should be returned to the Schools Statutory Finance Team for verification, together with the declaration form (when making an application). All forms can be found in the frequently used forms area of the LMS website.

### When applying for a NatWest ePCS card there is now only one form to complete:

The **Cardholder Application Form** is now only needed when applying for a card. This form should be completed for **each** new card application. Do remember that there can be a maximum of two cardholders for small schools and a maximum of three cardholders for larger schools.

A form has been scanned with pertinent sections highlighted and annotated to assist you. Please note that when applying for an ePCS card :

#### Section 1

- The company / organisation name will always be Milton Keynes Council
- The billing unit name will be the name of the school making the application
- The billing unit number will always be the Council number and should be left blank for completion by the statutory finance team

#### Section 2

- The cardholder details section should be completed in full, and signed, by the proposed cardholder
- The correspondence address must be the school address
- The Bursar / Business Manager cannot be a cardholder.
- The payment method must always be direct debit

#### Section 3

- Applications should be for a standard card
- The maximum monthly credit limit allowable is £5,000 for primary schools and £10,000 for secondary schools. Therefore, for example, a primary school cardholder 1 could have a limit of £2,000 and cardholder 2 could have a limit of £3,000.

#### Section 4

- Is for MKC to complete. Please leave blank

#### Direct Debit section

- This is for the school to complete and must be signed in accordance with the highest signing rules of the school bank mandate. This is likely to be three signatories but will be unique to the school. NatWest have requested that the signatories should print their first name and surname on the form as well as signing in the designated place.

When changing a cardholder name (for example due to marriage), cancelling a card or amending a card limit the **Amendment Form** must be used. In using this form however don't forget the rules on the number of cardholders and monthly financial limits as set out above and in the Guidance on Purchase / Charge Cards in Schools.

Links to all forms can be found on the LMS website in the frequently used forms area and on the attached link <http://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-schools/lms/banking-including-eps-card>.

If you have a problem completing these forms after checking the guidance held on the schools website, please contact the Schools Finance Team [Schoolsfinance@milton-keynes.gov.uk](mailto:Schoolsfinance@milton-keynes.gov.uk) or the NatWest Commercial Banking Team on 01908 244960

**Please return all completed forms to the Schools Finance Team for verification. Please do not send forms directly to the bank.**