**ERP School Amendment Form**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section A – School details** | | | |  | | | |  | |
| *To be populated with details of Cost centres and cost centres descriptions that this form applies to* | | | | | | | |  | |
|  | | | | | | | |  | |
| **School Name:** | | | **Cost centre:** | |  | |
|  | | | **Cost centre:** | |  | |
|  | | | **Cost centre:** | |  | |
|  | | | **Cost centre:** | |  | |
|  | | | **Cost centre:** | |  | |
|  | |  | |  | | | |  | |
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|  |  |  | | | | | |
| **Section B – Amendment to Authorisers for Finance**  **Add** | | | | | | | | |
|  | £30,000 | Budget Holder Level (Head) | | | | | |
|  | £5,000 | Supervisor Level | | | | | |
|  | £5,000 | Supervisor Level | | | | | |
|  | £5,000 | Supervisor Level | | | | | |
|  | £5,000 | Supervisor Level | | | | | |

**Remove**

|  |  |  |  |
| --- | --- | --- | --- |
|  | £30,000 | | Budget Holder Level (Head) |
|  | £5,000 | | Supervisor Level |
|  | £5,000 | | Supervisor Level |
|  | £5,000 | | Supervisor Level |
|  | £5,000 | | Supervisor Level |
| **Section C - Who Requires Access to Budget Monitoring Information in addition to the Head (note this includes all salary details)** | | | | | |
|  | | | | | |
| **Name** | | **Post** | | | |
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|  | |  | | |

Signed: Headteacher

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher

Date:

Please email the completed Form to [erp@shropshire.gov.uk](mailto:erp@shropshire.gov.uk)