**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:** |  |
|  |  |  |  |
|  |
|  |  |  |
| **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** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Signed: Headteacher

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

Date:

Please email the completed Form to erp@shropshire.gov.uk