**Prepayment Card – Upload Form**

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| **Requestor Details** |
| Practitioner Name |  | Date of request  |  |
| Team Name |  |
| Card Holder Name |  | LL Number if applicable |  |
| Approved uses for cards are below please tick category for request |
|  | Care Leaver – expenses and payments |
|  | Children in Care in supported living including Unaccompanied Asylum-Seeking Children (UASC) – expenses and payments |
|  | Disabled Children’s Team – short breaks direct payments  |
|  | No Recourse to Public Funds (NRPF) – payments |
|  | Staff Direct Work – expenditure on activities and direct work |

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| **Spend Details** *(please complete relevant boxes and add details as indicated)* |
| Date Payment Needed | Value  | Description  | Cost Centre | GL Code |
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| Overall Total  |   |

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| **Approval for Spend** |
| Access to Resource (A2R) Ref Number |  | Is this within (A2R) approved amount?  |  |
| If not, or if A2R is not required, payment authorised by (BH or delegate) |  | Signature of Budget Holder |  |