



Dear Sirs

Re: Authority to Act

We hereby authorise 2buy2.com to act as the procurement company for St John Bosco Catholic Academy including the following establishments:

Bishop Milner Catholic College
Stuart Bathurst Catholic High School
St Chad's Catholic Primary School
St Joseph's Catholic Primary School
St John Bosco Catholic Primary School
St Mary's Catholic Primary School
St Bernadette's Catholic Primary School
St Mark's Catholic Primary School

We are working with 2buy2.com to collate a full and accurate register of all commercial contracts held by the MAC. As such, we authorise them to obtain copies of contracts, contract details and copies of invoices wherever necessary and deal with all enquiries relating to our supply. In addition, please accept this letter as authorisation to release customer information direct to the above organisation, including all contract renewal offers. We furthermore authorise them access to any relevant data to enable them to carry out these tasks.

We agree that this letter is signed to comply with the Data Protection Act.

This authorisation remains in place for a period of 3 months from the date of signature or until withdrawn by any authorised individual within our company - whichever is sooner.

We agree that the above company can obtain account information directly from the supplier to facilitate the resolution of any issues likely to cause impediment to the smooth running of the contract.

Contracts or binding documentation will continue to require the approval and signature of an authorised representative of St John Bosco Catholic Academy.

Yours faithfully

A handwritten signature in black ink, appearing to be "Helen Parkes", written over a horizontal line.

Mrs Helen Parkes
Interim Accounting Officer

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PART OF ST JOHN BOSCO MULTI ACADEMY COMPANY
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