

FINANCE

New Creditor Application Form

Creditor details

Creditor name (supplier): _____

Trading as: _____

Postal address: _____

Primary contact: _____ Phone: _____

Email for remittance: _____

Bank account: _____

Please attach proof of bank account number for Audit purposes.

GST number: _____

Application details

Requested by: _____ Requestor's unit: _____

Reason for addition of supplier? (i.e. why are we unable to use a current supplier?)

Full description of the goods/services to be procured:

Is this a one-off purchase or are further purchases anticipated? _____

Anticipated annual expenditure: _____

I, _____ of Waimakariri District Council, confirm to the best of my knowledge that I have no conflicts of interest with the aforementioned creditor.

Approved by manager: _____