**REQUEST FOR NEW SUPPLIER**

**IMPORTANT:**

Valid e-mail address(es) **must** be provided to ensure that BACS remittances and purchase orders are issued efficiently.

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by supplier** | | | |
| **Supplier Company Name:** | | | **Name of Supplier’s Bank** (*e.g. NatWest*) |
| Address: | | | Bank Address: |
|  | | |  |
|  | | |  |
|  | | |  |
| Post Code: |  | | Post Code: |
| Finance Contact Name: | | | Name of Bank Account: (*e.g. Alpha Ltd*) |
| Finance Telephone Number: | | | Sort-code:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |
| Email address for BACS remittances:    Email address for PO: | | | Account Number:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | |
|  |
| VAT Number: | | | Company letterhead attached? Y / N |
| **To be completed by school** | | | |
| Brief description of Goods/Services required inc. approximate value | |  | |
| Reason for using new supplier and not one from the current supplier list | |  | |
| Is this supplier related to a employee of the Trust Yes / No | | | |
| Form completed by: | |  | |
| Date submitted to Finance: | |  | |
| Academy Name: | |  | |
| Approved by Finance & Date: | |  | |

|  |
| --- |
| For use by Finance Only  Bank Details Verified by ………………………………………………… Date ................................................................  Supplier Number: …………………………………………………….. Entered by & Date ………………………………………………  School notified: ……………………………………………………… Date ………………………………………………………………… |

2018/19