**REQUEST FOR NEW SUPPLIER**

 **IMPORTANT:**

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

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| **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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

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| Email address for BACS remittances: Email address for PO: | Account Number:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   |  |  |  |  |  |  |  |

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|  |
|  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: |  |

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

 2018/19