Finance



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| Supplier: [x]  New [ ]  Amend Existingor Non-Supplier Payee: [ ]  New [ ]  Amend ExistingSection 1 – CDU staff to completeSections 2 & 3 – Supplier or Non-Supplier Payee to complete Section 4 – CDU staff to complete for Non-Supplier Payee payments* Return completed form to suppliers@cdu.edu.au (incomplete forms may cause delays in processing)
 |
| Section 1: CDU Staff to complete |
| Staff Name:       Department/College:  College of Indigenous Futures, Education and the Arts |
| **Details of the goods/services or reason for payment:** |
| Education student placement |
| **How often will you be paying the Supplier:**[x]  Regular/On-going[ ]  Select this option **ONLY** if a **single invoice** is expected to be processed for this Supplier (If expense is less than $1,000 where possible pay by CDU credit card) |
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| Section 2: Supplier/Non-Supplier Payee Details |
| **ABN:** |       No ABN – Choose an item. |
| **Legal Entity Name:** |       |
| **Street Address & Suburb:** |       |
| **Country:** |        | **Post/Zip Code:**       | **State:**        |
| **Contact Name:** |       | **Telephone/Email:**       |
| **Purchase Order Email:** | Only one email address can be entered |
| **Remittance Email:** | Please leave blank if same as above |
| **Are you an enterprise operating in the Northern Territory, with a significant permanent presence in the Northern Territory and employing Northern Territory residents:**  [ ]  NO [ ]  YES  |
| **Indigenous Corporation Number (ICN) if applicable:**       |
| **D-U-N-S Number if applicable:**       |
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| Purchase Order Terms & Conditions |
| The University’s purchase order terms and conditions are located <https://www.cdu.edu.au/files/2021-08/cdu-purchase-order-terms-and-conditions.pdf>. The standard terms of trade are thirty (30) days from the latest of the date of invoice or the receipt of goods or service. |

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| Section 3: Supplier/Non-Supplier Payee Bank Details |
| **Name of Bank/Financial Institution:** |       |
| **Branch Address:** |       |
| **Account Name:** |       |
| Australian Bank Details (EFT) |
| **BSB** (six digits)**:**  |       |
| **Account Number:**  |       |
| International Bank Details (TT) |
| **Currency Information:**(1 & 2 must be completed) | 1. **Bank Account Currency:**
2. **Payment Currency:**
 |
| **Account Number:** |       |
| **Swift/Sort/Bank Code:** |        |
| **IBAN** (if applicable): |        |
| I declare that I am an authorised representative of the Supplier or the Non-Supplier Payee detailed on this form and verify that all the details outlined are true and correct. |
| **Full Name** | **Signature** | **Date** |
|       |       |       |
| **Additional supporting documentation required, ONE of the following must be provided:*** A signed letter on official supplier letterhead detailing bank details **(N/A to Non-Supplier Payee)**;
* A quotation or tax invoice bearing the supplier’s ABN and bank details **(N/A to Non-Supplier Payee**);
* A letter from your financial institution’s official letterhead with the bank details;
* A copy of the bank statement with the bank details.
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| Section 4: CDU Staff to complete – Non-Supplier Payee Payment |
| This section **MUST** be completed where payment is to a Non-Supplier Payee (i.e. [Honorarium](https://www.ato.gov.au/non-profit/your-workers/your-volunteers/paying-volunteers/honorariums/)s, thesis marking, payment to volunteers). Contact payables on x7087 for further information, a requisition maybe required.**NOT** to be used for prizegiving, scholarships, stipends, IHD refunds, revenue refunds or cashiers refunds |
| **Payment Amount: $**      |