

# New Creditor Application Form

## **Supplier Details :**

Name of Supplier	
Head Office Address	
Payment Address (if different from above)	
Contact Name	
Telephone	
Email for Remittance	
Website	
Bank Account	
Payment Terms	20 <sup>th</sup> of the month following invoice date
Company Registration Number	
GST Number	
Currency Code	

## **Conflicts of Interest :**

I \_\_\_\_\_ confirm to the best of my knowledge that I have no conflicts of interest<sup>1</sup> with the Timaru District Council.

Please detail any actual, potential of perceived conflicts of interest below (if any)

**Please return this completed form along with a copy of a bank deposit slip to confirm your bank details. To make sure there is no delay in the set up process, ensure you supply all the documentation requested.**

<sup>1</sup> Conflict of interest includes situations when the supplier has a close family or personal relationship with a member of Timaru District Council. This may not preclude the supplier from doing business with the Timaru District Council. Conflicts of interest are often unavoidable in small communities, what is important is declaring that there may be a conflict.

**Application Details :**

Requested By	
Requester's Unit	
Name of Supplier	
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	
Approved By	

**Conflicts of Interest:**

I \_\_\_\_\_ of Timaru District Council, confirm to the best of my knowledge that I have no conflicts of interest<sup>2</sup> with the aforementioned creditor.

Approved by Management \_\_\_\_\_

**Approval of IT systems and services:**

Software and cloud service providers must be approved by the Chief Information Officer<sup>3</sup>. If **not** purchasing these, please complete the declaration below regarding the vendor:

I \_\_\_\_\_ confirm to the best of my knowledge that purchases from this vendor are **not** for software or IT or cloud services.

**Otherwise**, please provide the Chief Information Officer a copy of the contract and have them sign off this form below to signify their approval of the contract and vendor.

\_\_\_\_\_ (CIO signature).

<sup>2</sup> Conflicts of interest include situations where the Timaru District Council staff member or a close member of the family or closer personal relationship of the staff member holds a position of employment with the creditor or has a shareholding or directorship in the supplier. A close family member is generally your spouse or partner, your children, your spouse or partner's children. A close personal relationship is where an informed third party may perceive your independence could be impaired.

<sup>3</sup> IT have responsibilities to assure data security, system integration, to ensure the retention of information under the Public Records Act.