

SUPPLIER DETAILS FORM

Can a representative from your organisation please do the following:

1. Enter your details on this form,
2. Print or photocopy this form on to your letterhead (make a note on the form if you don't have letterhead),
3. Sign the completed form,
4. Return the completed form signed and on your company letterhead to:

Cardinia Shire Council
Attention: Finance
P.O. Box 7 (DX 81006)
Pakenham Vic 3810

mail@cardinia.vic.gov.au
Phone: 1300 787 624
Fax: (03) 5941 3784

Council Contact Person:

Supplier Category (select from list/refer over)

Company/Organisation/Name

Council is unable to process payment if your company name does not match the entity or trading name on your ABN

ABN (Must be in the same name as above)

A Statement by a Supplier Form is required when no ABN

Mailing Address

Suburb / Postcode

Telephone ()

CONTACT DETAILS

Purchase Orders

Preferably delivered by:

Email Fax Mail

Name:

Phone/Mobile:

Email:

Remittances

Preferably delivered by:

Email Fax Mail

Name:

Phone/Mobile:

Email:

EFT DETAILS

Name of Bank:

Bank branch:

BSB number: -

Account number:

Account name (if different to company name)

Council's payment terms are 30 days from the end of the month

Name of Authorised Signatory

Signed

Date

Position of Authorised Signatory

Supplier Categories

- 001 Software
- 002 Hardware
- 003 Plant & Equipment, Lease, Minor Equipment
- 004 Building & Construction
- 005 Maintenance
- 006 Health, Food Supplies, Catering
- 007 Insurance
- 008 Furniture
- 009 Stationery
- 010 Postage
- 011 Printing
- 012 Photocopying
- 013 Maintenance
- 014 Sports Grounds
- 015 Fixtures
- 016 Construction, Maintenance and Renewal
- 017 Accommodation, Taxi, Airfare
- 018 Electricity
- 019 Water
- 020 Gas
- 021 Telecommunications
- 022 Other Utility
- 023 Purchase
- 024 Maintenance
- 025 Fuel
- 026 Collection
- 027 Disposal
- 028 Recycling
- 029 Street Cleaning
- 030 Training
- 031 WorkCover
- 032 Reimbursements
- 033 Contracted Labour
- 034 Legal services
- 035 Publications/Subscriptions
- 036 Architects
- 037 Engineering
- 038 Consultants
- 039 Advertising
- 040 Other
- 041 Misc (Florist, Awards, Plaques)
- 042 Councils, S86, Grants
- 043 Uniform , Personal Safety Gear