



Flinders
UNIVERSITY

Supplier Terms Variation Form

The Flinders University Terms of Trade policy states, “the standard terms of trade for the University are 30 days from invoice date following the supply of goods or services by the vendor”.

Any variation to these terms needs to be approved by the Senior Accounts Payable Officer. An explanation for the variation is required below

Date:
Supplier Name:
Supplier Number:
Terms required:

Reason for change.

Please tick

<input type="checkbox"/>	Contractual obligations - (provide contract)
<input type="checkbox"/>	Lease agreements
<input type="checkbox"/>	Deposits required to secure a venue booking, or to hold an order
<input type="checkbox"/>	Supplier offers discount for early payment
<input type="checkbox"/>	Circumstances where only one supplier is available, and the payment terms vary from the University's standard terms of trade.
<input type="checkbox"/>	Other- (provide details) -

(supporting documentation required)

AUTHORISATION:

Requestor (Name and Department)

Senior Accounts Payable Officer