|  |  |
| --- | --- |
|  |  |
| FU logo H mono S | **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**

|  |  |
| --- | --- |
| **□** | **Contractual obligations - (provide contract)** |
| **□** | **Lease agreements** |
| **□** | **Deposits required to secure a venue booking or to hold an order** |
| **□** | **Supplier offers discount for early payment** |
| **□** | **Supplier is in the building/construction industry** |
| **□** | **Circumstances where only one supplier is available and the payment terms vary from the University’s standard terms of trade.** |
| **□** | **Other- (provide details)** |

**(*supporting documentation required* )**

### AUTHORISATION:

**Requestor (Name and Department) Signature**

**Senior Accounts Payable Officer Signature**