

## APPLICATION FORM NEW CREDITOR / MODIFY EXISTING CREDITOR

Council Policy (CP035-Payment of Accounts)

**FORM 14** 

Date stamp

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Part 6 FINANCE USE ONLY		
CREATE NEW CREDITOR Procurement Officer  Approval granted to create new Creditor  Signature  Date	MODIFY EXISTING CREDITOR Manager Financial Services  Approval granted to modify Creditor  Signature  Date	CONFIRMATION OF CREDITORS MASTER FILE UPDATED Accounts Payable Officer  New Creditor created in Synergy Soft  Existing Creditor modified in Synergy Soft  ASIC / ABN check (if applicable)  New bank details verified via phone/email  Entered by  Synergy Record Reviewed by
		Date
Part 7 Additional Information		