

Supplier Maintenance Form

PLEASE ATTACH REQUIRED SUPPORTING DOCUMENTATION

Ministry of Finance
Provincial Comptroller's Office
Financial Systems Branch

700 - 2350 Albert Street
Regina SK S4P 4A6

Ministry _____	Date (dd/mth/yy) _____
Authorized by _____	Prepared by _____
	Phone _____

Site Uses:

Pay/Purchasing	Purchasing Only
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Operating Unit: (Must check one) <input type="checkbox"/> Primary <input type="checkbox"/> Other _____ <small>(Operating Unit Name)</small>	Classification: (Must check one) <input type="checkbox"/> Board Member/Tax Reporting <input type="checkbox"/> Ministry Entity <input type="checkbox"/> Employee _____ <small>(Future Number)</small> <input type="checkbox"/> Federal Government <input type="checkbox"/> Sask. Government Entity <input type="checkbox"/> Supplier <input type="checkbox"/> Transfer/Grant Recipient	Supplier Name: _____ Supplier Number: _____ Supplier Site: _____ Address: _____ City: _____ Province/State: _____ Postal Code/ZIP: _____ Country: _____
Purpose: Check all that apply: <input type="checkbox"/> New Supplier <input type="checkbox"/> New Supplier Site <input type="checkbox"/> Reactivate Supplier <input type="checkbox"/> Change Name <input type="checkbox"/> Change Address <input type="checkbox"/> Change Classification <input type="checkbox"/> Change Site Use		

Tax Reporting only (T4A) Tax Registration #: _____ Email: _____	Tax Reporting information is only required for Board Members and Transfer/Grant recipients. In order to add email address to supplier record for T4A purposes, consent must be attached.
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Ministry Verification Process:		
<input type="checkbox"/> Phoned Supplier <input type="checkbox"/> Located Supplier in Phone Book <input type="checkbox"/> Located Supplier on Internet <input type="checkbox"/> On-line Utility (Canada 411 or MySask.com) <input type="checkbox"/> Other _____	Verified By: _____ Signature	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> Central Use Only Entered by: _____ Date (dd/mth/yy) _____ </td> </tr> </table>		Central Use Only Entered by: _____ Date (dd/mth/yy) _____
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