

ONLY for individual NOT currently employed by the College and NOT having a NEQ number (Numéro d'Entreprise du Québec)

Supplier Information - To be Completed by Individual:

First Name:			Family Name:		
Address				City	
Province			Postal Code		
Country			Telephone		
Email					
Currency (please circle)	\$ CDN	\$ USD	Method of payment		
Social Insurance Number (SIN)*			Direct Deposit* please read below		
* If you did not provide your SIN, check off the relevant box below.					
		I do not have a SIN			
		Not applicable			

Mailing address, if different than above

Address		
Province	Postal Code	
Country		

To be Completed by Department requesting Supplier:

Requested by:

Name	Department
Date	Email of requestor

Kindly note: A DMA Requestion must be submitted to the Purchasing Department PRIOR to placing any order with this supplier for physical goods or services valued over \$100.

For the payment of honoraria to guest speakers or live models, an authorized DMP Request for Payment must be submitted to request payment from the Finance Department.

*After completing this form please save it on your own computer.
Click the link to the right to upload it to a secured folder to Accounts Payable --->>>
You may also use the same link to send the void cheque required for payment.*



- * Dawson College will pay its Canadian Suppliers by EFT only.
- * A voided cheque stub should be included when submitting this form.
- * A cheque payment will be issued to non-Canadian Suppliers.
- * An Interac / Email transfer will not be a payment option.

