



KU/CFO/PAY/B30/VOL.1

KENYATTA UNIVERSITY

OFFICE OF THE CHIEF FINANCE OFFICER

SUBJECT: SUPPLIER BANK DETAILS

As we continue to improve on our payment process, we require that all our suppliers update their bank details as soon as possible.

We require the following information:

Registered Name of Supplier:.....

Address:..... Tel No:.....

Pin No.....

Bank Name:..... Branch Name:.....

Bank A/c No:.....Swift Code No:.....

Details Supplied by:.....

Position:.....

Verified by (For Supplier):.....

Date:.....

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Entered into System by:.....

Verified by:.....

Accountant Treasury:.....

Any Changes to the Bank Details must be supplied in writing by an authorized officer of the Company.

Cc: Procurement Manager

Senior Accountant Treasury