BRITISH COLUMBIA
The Best Place on Earth

NOTICE TO VENDOR

Business Transaction Account

Please type or print clearly

BANK OF MONTREAL (BMO) BUSINESS TRANSACTION ACCOUNT NUMBER	DATE OF NOTICE YYYY / MM / DD

VENDOR INFORMATION

VENDOR NAME		EMAIL ADDRESS	
CONTACT PERSON NAME		**PHONE NUMBER**	**FAX NUMBER**
		( )	( )
VENDOR ADDRESS	**CITY**	**PROVINCE**	**POSTAL CODE**

MINISTRY INFORMATION

MINISTRY NAME		OFFICE/DEPARTMENT NAME	
OFFICE CONTACT NAME	**PHONE NUMBER**	**FAX NUMBER**	**EMAIL ADDRESS**
	( )	( )	
OFFICE ADDRESS	**CITY**	**PROVINCE**	**POSTAL CODE**

The Office/Department noted above has recently opened a Bank of Montreal Business Transaction Account (BTA) for the purchase of government authorized travel. Only travel for the individuals noted on the Authorized Users list below or through direct communication with the Office Contact can be charged to this BTA account.

Each transaction **MUST** be accompanied with an invoice/itinerary showing the full price and the payment details. Any additional charges or credits **MUST** be referenced to the original transaction.

This account is to be used only for travel and is GST EXEMPT. We certify that the Services to be purchased are for Provincial use and are being purchased with Crown funds and are therefore not subject to the Goods and Services Tax.

Please do not use this BTA number for hotel and car reservation guarantees. Additional services and charges such as car rental and hotel accommodations, must be paid directly by the employee.

The Business Transaction Account number is to remain Confidential, and should not be given out to anyone not identified hereunder or not approved by the Office Contact.

OFFICE CONTACT SIGNATURE	DATE SIGNED YYYY / MM / DD
X	

AUTHORIZED USERS (Attach separate list if additional space is required)

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DISTRIBUTION: **Original** – Retained by Vendor
Copy – Retained by Office Contact

Clear Form