**Part 1: Reminder to Contractor**

|  |  |
| --- | --- |
| Contractor Name:  | Contract Number:  |
| Course Finish Date:  | Contract Termination Date[[1]](#footnote-1):  |

|  |  |
| --- | --- |
| Contract Amount € | Actual Paid € |
|  |  |

**Please note that after the contract termination date any claims for outstanding fees or costs will not be accepted or processed.**

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signed** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |

**Part 2: Notice to Contracted Training Account Section**

|  |  |  |
| --- | --- | --- |
| Region:  | Contractor Name:  | Contract End Date:  |
| Purchase Order Number:  | Vendor Number:  |  |
| Course Finish Date:  | Contract Number:  |  |

**Contract End Date**

|  |  |  |
| --- | --- | --- |
|  | Contract Amount € | Actual Paid € |
| **FEES** |  |  |

Please forward (photocopy – original held on file) to the **Finance Unit** for processing:

Please clear down **all** **unpaid** **amounts** for this vendor remaining on the Purchase Order Number specified above and close this Purchase Order

Closure Authorised by:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Authorised Person | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

**=======================================================================================**

**FOR SAP PURPOSES:-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Retentions paid/cleared |  | Amend Trainer Fee | € | Final Invoice Tick |  |
| GR/IR Clear |  | Amend Cert Cost | € | Date Completed |  |
| Actual /Vendor agree |  | Amend Other Costs | € | Signed |  |

**Notes:**

**Part 1** should be sent to the Contractor prior to the contract finish date (It is recommended that the form is sent no later than 2 weeks before the contract end date).

**Part 2** (photocopy only – original held on file) should be sent as appropriate.

1. The date specified as the Contract Termination Date in Schedule 2 Part A of the contract or for contracts under the 2013 procedures the course end date plus 6 months. [↑](#footnote-ref-1)