REFERENCE NUMBER	SUPPLIER/PROVIDER	TITLE OF CONTRACT	THEIR REFERENCE	ORDER NUMBER	ORDER DATE	COST CENTRE	RESPONSIBLE PERSON	VALUE	PAYMENT FREQUENCY	PAYMENT METHOD	EXIPIRY OR RENEWAL DATE	Extension Clause in Contract?	NOTICE REQUIRED	SIGNED CONTRACT In PLACE?	Financial Regulations requirements for contract
Our reference, so each contract has a unique reference number preventing it from being confused with others	*Company or organisation name*	*Description of contract or service (e.g., cleaning, ground maintenance, etc)*	*If included on the contract/correspondence*					*Cost (for both the current year and for total life of the contract if it goes over more than 1 financial year)*	*Monthly, termly, annually, etc but also what date it will be paid (e.g., 1st of the month)*	*Direct debit, internet banking, etc*			*Notice period to end the contract (be aware that some contracts auto-renew)*		ie.) is contract above level for 3 quotations, or above level for tenders?
1KTC	*John Greenall & Co*	*Accountancy services*			01/12/2022		*Hannah Marr*	*1350*	At the end of contract	Internet banking	01/06/2023		*One month*	Yes	Below threshold
2KTC	*Newcastle-under-Lyme Borough Council*	*Community Warden / Lengthsman Duties 2023 / 2024*			03/04/2023		*Hannah Marr*	*42678*	Six monthly	Internet banking	31/03/2024		*60 days*	Yes	Ongoing SLA and service
3KTC	*NPT Electrical*	*Christmas lights*			12/07/2023		*Hannah Marr*	*3300*	Annually	Internet banking	2026		*One month*	Yes	Yes - only one quotation was received
4KTC	*Initial Rentokill*	*Cleaning supplies*			22/06/2023		*Hannah Marr*	*2244.97*	Monthly	Internet banking	2024		*14 days*	Yes	Below threshold
5KTC	*Initial Rentokill*	*Cleaning supplies*			20/07/2023		*Hannah Marr*	*158.4*	On reciept of invoice	Internet banking	One month		*14 days*	Yes	Below threshold
6KTC	*SJ Cleaning Services*	*Contract cleaning*			01/08/2023		*Hannah Marr*	*7800*	Monthly	Internet banking	01/08/2024		*One month*	Yes	Yes - two quotations were received
7KTC	*Newcastle-under-Lyme Borough Council*	*Community Warden / Lengthsman Duties 2024 / 2025*			01/04/2024		*Hannah Marr*	*44601*	Six monthly	Internet banking	31/03/2025		*60 days*	Yes	Ongoing SLA and service