

QUEEN ELIZABETH HOSPITAL BIRMINGHAM CHARITY

Registered Charity Number 1165716

**CHANGE TO FUND DETAILS**

FUND NAME	
FUND NUMBER	

ADDITION OF FUND ADVISORS (Authority to sign for up to £1,000 in expenditure and authorise requests on Tetra purchasing system if required)

NAME	SIGNATURE	TETRA?

DELETION OF FUND ADVISORS (Fund Advisors should sign to be deleted or please state the reason why they can't sign - e.g. left UHBFT)

NAME	SIGNATURE OR REASON

ADD NEW TETRA USER (To input requisitions on Tetra purchasing system)

NAME	SIGNATURE

CHANGE OF CORRESPONDENCE DETAILS (Who should we send statements etc to?)

NAME	
ADDRESS	
TELEPHONE NUMBER	
EMAIL	

SIGNATURE OF MAIN FUND ADVISOR AUTHORISING CHANGES

NAME	SIGNATURE

Please return form to Queen Elizabeth Hospital Birmingham Charity, 5th Floor, Nuffield House, Queen Elizabeth Hospital, Birmingham B15 2TH