



# PAYMENT REQUEST FORM - BURWOOD CLUBS

PAYEE DETAILS	
CLUB NAME/AA*	
NAME (WHO ARE WE PAYING?)*	
ADDRESS	
POSTCODE:	
EMAIL	
PHONE	

**TYPE OF PAYMENT\***

**PAYMENT DUE BY:\***

PAYMENT METHOD(choose one)*	
<p><b>BANK TRANSFER</b></p> <p>BSB (6 digits):</p> <p>ACCOUNT NUMBER:</p>	<p><b>BPAY</b></p> <p>Billers Code:</p> <p>Billers ref No:</p>
<p><b>PETTY CASH</b> (compulsory for up to \$50, optional to \$50-\$100)</p> <p>ISSUED BY:    DATE:</p> <p>COLLECTED BY:    DATE:</p>	<p><b>PAYPAL</b> (BUSINESSES ONLY - COMPANY ACCOUNT NO OR EMAIL ADDRESS)</p>

PAYMENT DETAILS				
DESCRIPTION OF ITEM(s) PURCHASED	ACCOUNT CODE	AMOUNT (EXCL. GST)	GST	TOTAL (INCL. GST)
	2-10-210-			
	2-10-210-			
	2-10-210-			
	2-10-210-			
Further information - Date/Name of Event	<b>TOTAL AMOUNT OF PAYMENT</b>			

\* denotes required field

**AUTHORISATION \* \*\*NB - PLEASE DO NOT APPROVE YOUR OWN REIMBURSEMENT**

<b>CLUB TREASURER/PRESIDENT :</b>	Tick to approve	Name	Date	
<b>CLUB EXEC APPROVAL:</b>	Tick to approve	Name	Date	<small>(ONLY SUBMIT WHEN YOU HAVE BOTH APPROVALS)</small>
<b>CLUBS SUPPORT CO-ORDINATOR/DUSA AUTHORISATION:</b>		Signature	Date	<small>(CLUBS SUPPORT CO-ORDINATOR ONLY)</small>