PAYMENT REQUEST FORM - BURWOOD CLUBS

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

TYPE OF PAYMENT

Please Select

PAYMENT DUE BY:

PAYMENT METHOD(choose one)

◯ BANK TRANSFER BSB (6 digits): ACCOUNT NUMBER:	◯ BPAY Biller Code: Biller ref No:
◯ PETTY CASH (compulsory for up to $50, optional to $50-$100) ISSUED BY: DATE: COLLECTED BY: DATE:	◯ PAYPAL (**BUSINESSES ONLY** - COMPANY ACCOUNT NO OR EMAIL ADDRESS)

PAYMENT DETAILS

DESCRIPTION OF ITEM(s) PURCHASED	*ACCOUNT CODE*	*AMOUNT (EXCL. GST)*	*GST*	*TOTAL (INCL. GST)*
	2-10-210- Please Select			
	2-10-210- Please Select			
	2-10-210- Please Select			
	2-10-210- Please Select			
	TOTAL AMOUNT OF PAYMENT	$ 0.00	$ 0.00	$ 0.00

Further information - Date/Name of Event

Attach Files **Clear Form**

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

CLUB TREASURER/PRESIDENT : ☐ Tick to approve — Name — Date

CLUB EXEC APPROVAL: ☐ Tick to approve — Name — Date

SUBMIT TO CLUB SUPPORT CO-ORDINATOR

(ONLY SUBMIT WHEN YOU HAVE BOTH APPROVALS)

CLUBS SUPPORT CO-ORDINATOR/DUSA AUTHORISATION: Signature — Date

SUBMIT TO FINANCE

(CLUBS SUPPORT CO-ORDINATOR ONLY)