

Deakin University Student Association



How to Request

**Payment to Suppliers
or
be reimbursed for something
you have paid for?**



So.....

You have made a purchase on behalf of your club – bought an item(s), hired a venue, need to pay someone for services and the suppliers have given you an invoice to pay

What do you do? How do you get it paid?





- Complete a **Payment Request Form**
- Payment requests submitted by 12pm Tuesday will be paid on Thursday (otherwise will be paid the following week)
- Be **descriptive** on Payment Request form with the details of the expense (e.g. venue hire) including what event it is for (e.g. *T1 Meet & Greet Event*).
- A **tax invoice** must be attached; it should be legible and in Australian dollars. *Please note: EFTPOS receipts are not tax invoices.*
- **Proof of payment** is also required (eg.invoice balance is \$0, screenshot of bank transaction)



DUSA CLUBS PAYMENT REQUEST FORM 2023

This online form is to be used for all clubs to process payments through the DUSA Finance department. Club payments can be in the form of a Payment to Supplier via Tax Invoice or a reimbursement to a club executive who have incurred pre-approved expenses relating to a club event or initiative.

Incorrect submissions of this form will result in a delay to payment, please consult with your DUSA Clubs Coordinator prior to completion of this form.

All fields marked * are required.

Upon completion of the form you will receive an email summary for club records.

If you have any concerns relating to this form, please consult the DUSA Clubs Manual, DUSA Clubs Financial Handbook or email the DUSA Clubs Support Coordinator.

1 Submitter Details 2 Expense Detail & Authorisation 3 Reimbursement Details 4 Payment to Supplier Details

SUBMITTER DETAILS

Who is completing this form?

Name of the person completing this form on behalf of the club? *

Joe Bloggs
First Last

Email *

joe.bloggs@gmail.com

Club Primary Campus *

Geelong

Name of Club: *

Islamic Society

Club Email Address *

islamicsociety@deakin.edu.au

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A copy of this submission will go to the clubs email as a record of the request.

This page is asking for your details (person completing form) and...

the details of club who will be charged the expense.





DUSA CLUBS PAYMENT REQUEST FORM 2023

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EXPENSE DETAILS & AUTHORISATION

Type of Payment: *

Payment to Supplier

Was this an approved expense by the Clubs Support Coordinator through an Event Package? *

Yes, this expense was approved

What is the expense for? *

Promotional Items

Event Name *

welcome back morning tea

Event Start Date *

02 / 02 / 2023
DD MM YYYY

Is this a Joint club Event? *

☒ No

☐ Yes

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Reimbursement = payment to a club executive who has incurred a cost personally relating to an event (i.e. an Executive paid for tickets to the cinema on their personal credit card)

Payment to Supplier = invoice provided at booking of event related costs or merchandise (i.e. Payment for venue hire)

Was this event co-hosted with another DUSA Club? If so which Clubs.

Choose whether payment is a reimbursement OR payment to supplier

A **reimbursement** happens when club members pay for a club expense out of their own pocket

Select **Payment to Supplier** when you have been given an invoice by a company that has NOT already been paid


The expense (whether reimbursement or an invoice) needs to be pre-approved by club executives and Club Support officers (usually in event package)... if not you will be directed to contact Clubs support officers


From dropdown list – choose what type of expense it is eg promo items, enter name and date of event.

If this is a joint club event – choose **yes**, list other clubs involved and which club/s are paying for the invoice

When you click next you will be directed to this page for **Payment Supplier**

Here you will enter details of supplier - name, address, email, phone number.



Statement by a supplier

Reason for not quoting an Australian business number (ABN) to an enterprise

Name of supplier

Address of supplier

Under the pay as you go legislation and guidelines produced by the Tax Office I provide you with a written statement that explains why I have not quoted an ABN for the current and future supply of goods and services to you.

☒ Tick the appropriate box

The supply is made to you in my capacity as an individual, and the supply is made in the course of an activity that is a **private recreational pursuit or hobby**

The supply is made to you in my capacity as an individual, and the supply is wholly of a **private or domestic nature for me**

I (or the supplier that I represent) am/is a **non-resident who is not carrying on an enterprise in Australia**

The whole of the payment that I (or the supplier that I represent) will receive for the supply is **exempt from income tax**

I (or the partnership that I represent) have **no reasonable expectation of profit or gain** from the activity undertaken and consider that I (or the partnership that I represent) do not meet the definition of enterprise for tax purposes

For this reason I am not quoting you an ABN. You should not withhold an amount from the payment you make to me for the supply. I agree to advise you in writing if circumstances change to the extent that this statement becomes invalid.

Name of authorised person (if not the supplier)

Signature of supplier or authorised person

Daytime contact phone number

Date

It is an offence to make a false or misleading statement

The person or entity to whom this statement is made should retain the statement for 5 years

If the supplier has an ABN you will need to enter it; if not you will be asked to attach a completed Statement by Supplier form

PAYEE DETAILS - Payment to supplier

PAYMENT TO SUPPLIER

- You will need to complete a new payment request form for each different payee.
- Payment is through EFT bank transfer or BPAY only.
- Prior Authorisation for each expense is required by two Club Executives via the Event Package submission. One must be the president or treasurer.
- If the supplier does not have an ABN, you will be required to also submit a Statement By Supplier which can be found on the ATO.gov website or via <https://tinyurl.com/twhadywn>

Name (Who are we paying?) *

Address (of person/company being paid) *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Payee Email *

Phone *

Does the supplier have an ABN? *

☐ Yes

☐ No

Payment Terms *

☐ ASAP (within 7 days)

☐ within 14 days

☐ within 30 days

‘Payment terms’ lets Finance department know how quickly you want this to be paid

DUSA.ORG.AU | 1300 555 528 | REG NO. A0040625Y

DUSA

DEAKIN UNIVERSITY
STUDENT ASSOCIATION

PAYMENT METHOD (choose one)
 Do not leave this section blank - One payment method must be included. If payment is required through another medium please contact the Clubs Support Coordinator.

Does the Tax Invoice state the payment method details? *

Please Select

Select one payment method *

☐ BANK TRANSFER ☐ BPAY

☐ International Payment ☐ Paypal

Description of item(s) purchased: *

TOTAL to be Paid *

Attach the Tax Invoice *

Browse... No file selected.

Deakin University Student Association
 ABN 95 022 653 791
 Reg. No. A0040625Y

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Further down the page you will be asked how payment is to be made

- Bank transfer
- BPAY
- International payment – if this is chosen then you will be directed to CSC to organize payment.
THIS IS NOT PREFERRED – please use local suppliers where possible
- Paypal

To prevent any FRAUD...

Supplier' bank details need to show on official invoice, if this cannot be done an official email from the supplier will be required with bank details or a copy of their bank deposit slip



Enter description of what you have purchased *eg pizza, total amount to be paid and attach the invoice*

SUBMIT



If the payment to be made is a **reimbursement** then the next page would look like this....

PAYEE DETAILS - Reimbursement

Name/Payee (Who are we paying?) *

Address of Payee (person receiving the reimbursement) *

Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

Payee Email *

Payee Phone *

Bank Transfer BSB (6 digits) *

Bank Transfer Account Number *

Receipt 1 - Description of the item(s) purchased *

Receipt 1 - Amount claimed *

Attach a File for RECEIPT (1) *

Does Receipt 1 have evidence that the payment has been made? *

Add a second RECEIPT *

GRAND TOTAL of Receipts for Reimbursement: *

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Enter details of person who payment is being made to

Next..enter details of what was purchased

Each receipt needs evidence that it has been paid

eg. invoice balance is \$0, screenshot of bank transaction or EFTPOS receipt attached

***Please remember each receipt needs to be entered as a separate item and only 4 receipts per form

If any details are incorrect or further information is required, a member from Finance team will contact you at first by email



To pay a supplier or claim reimbursement **tax invoice(s)** will need to be submitted

Tax invoice

Windows to Fit Pty Ltd
ABN: 32 123 456 789

15 Burshag Road
Festler NSW 2755

Date: 1 August 2018

To: Building Company
254 Burshag Road
Festler NSW 2755

Description of supply	Total
Window frames	\$825
TOTAL PRICE INCLUDING GST	\$825

A **Tax Invoice** must include the following:

- The words 'Tax invoice'
- Company name and details
- Company ABN (or if no ABN – a Statement by supplier)
- Details of purchase
- Total amount to be paid
- It must state if GST is charged



Why might your payment request be returned to you?



- ☐ Invoice is not in Australian dollars
- ☐ Invoice is not English
- ☐ ABN quoted on invoice, company not registered for GST but they have charged it
- ☐ No ABN or statement by supplier
- ☐ No proof of payment for reimbursement
- ☐ Proper Tax Invoice not provided
- ☐ Documentation provided is proforma invoice, sales order or order confirmation
- ☐ No approval from club or CSC
- ☐ Only proof of payment (eg EFTPOS receipt) is submitted – no invoice
- ☐ Company is registered for GST but GST amount not showing on the invoice
- ☐ Invoice is not made out to DUSA or club
- ☐ Not enough club funds
- ☐ No bank details
- ☐ Claiming reimbursement for inv made out to someone else



Your CSC is your best source of
information if you have any further
questions

FAQ – Payment Request Forms

Why can't a club get the GST that was claimed back from ATO?

As most clubs operate as part of DUSA, and DUSA is registered for GST, we have to charge GST on most activities we do or supplies we sell and then pay the GST to the ATO(Australian Tax Office), this unfortunately is not by choice; so therefore the club do not get this money, only the nett(TOTAL less GST).

Eg if a club charge a member \$5.50 to join, \$5.00 goes to the club and 50c goes to the ATO.

On the other hand....

DUSA (and therefore clubs) also get to claim back the GST charged on any purchases made. So if a club make a purchase and they have a 'proper' tax invoice for the purchase, the club would only have the nett expense taken off the club total.

Eg. A club purchases a banner for \$110.00 (club would only be deducted \$100, the other \$10 is paid by DUSA and claimed back from ATO).

The reason the club would not get the \$10 back is because they were not originally charged the full amount to begin with (in above example, the club would only have had \$100 deducted from their overall total rather than \$110)

Why do I need a tax invoice/receipt?

Tax invoices are required to claim back from the tax office any GST paid by club/DUSA to a supplier. No Tax invoice =unable to claim from ATO so the club will be expensed the full amount paid.

What is included on a tax invoice?

Tax invoice	
Windows to Fit Pty Ltd ABN: 32 123 456 789	15 Burshag Road Festler NSW 2755
Date: 1 August 2018	
To: Building Company 254 Burshag Road Festler NSW 2755	
Description of supply	Total
Window frames	\$825
TOTAL PRICE INCLUDING GST	\$825

A **Tax Invoice** must include the following:

- The words 'Tax invoice'
- Company name and details
- Company ABN (or if no ABN – a Statement by supplier)
- Details of purchase
- Total amount to be paid
- It must state if GST is charged

Are order confirmations, proforma invoices considered a tax invoice?

No, these are like quotes/estimate of charges and are negotiable to change.

If I have provided payment confirmation, do I need to provide tax invoice/receipt still?

Yes, a tax invoice is required to be able to claim back any GST paid from ATO (Australian Tax Office)

Why do I need payment confirmation for a reimbursement?

To prove that what is being claimed has actually been paid for

Can I get an invoice paid that is from another country?

Yes, the following information is required:

- Country money being transferred to
- Description of what purchase is for, amount to be paid, what currency and invoice no
- Beneficiary account number/IBAN (*International Bank Account Number is an internationally recognised format which identifies the account number of a beneficiary*)
- Beneficiary account name
- Beneficiary address
- Bank SWIFT code/BIC (6 letters)
- Bank Branch details
- Branch identifier (*which may also be referred to as the National Clearing Code is a numeric code used to identify the recipient bank. The Branch Identifier is the recipient country's equivalent to Australia's 'BSB'. The code can be between 3 and 23 digits*)

****Payments made to other countries may incur a transaction fee which will be charged to the club.

Can I claim a reimbursement if the invoice is in a foreign currency?

Payment proof will need to be submitted along with evidence of conversion rate (using link below) for day payment was made.

<https://www.rba.gov.au/statistics/frequency/exchange-rates.html>



Can I claim a reimbursement for myself if invoice is made out to another club member?

YES – if an explanation is provided as to why the person being reimbursed is different to the one invoice is made out to

Why can't we pay invoices from suppliers made out to Deakin University? Who should they be made out to?

DUSA is a separate financial entity to Deakin University and therefore cannot claim the GST on an invoice made out to another company.

Invoices need to be made out Deakin university Student Association (DUSA)

Why does invoice/receipt need to show ABN? What if ABN is incorrect? What if supplier has no ABN?

In order to claim any GST paid from ATO, a 'proper' tax invoice is required.

A "proper" tax invoice requires the supplier to provide their ABN.

When payment requests are submitted to DUSA finance department, the company ABN details will be verified; if the ABN provided is incorrect, DUSA finance will either contact the club submitting the request or the company directly asking for correct ABN.

If DUSA is paying a supplier with no ABN, a Statement By Supplier form from ATO will need to be submitted along with the invoice.





Why does invoice/receipt need to show GST?

Not every company is registered to charge GST and not every item sold is GSTable; therefore any GST charged needs to be clearly shown on tax invoices.

What if a company is not registered to charge GST and still does charge GST?

When payment requests are submitted to DUSA finance department, the company's GST status details will be verified; if GST has been charged incorrectly, DUSA finance will either contact the club submitting the request or the company directly asking for the invoice to be re-issued showing the correct details.

Can a reimbursement claim still be submitted if the receipt/invoice is older than 1 month?

YES but submitting payment requests within a timely manner, ensures that:

- ** students are not out of pocket for too long
- ** the club is keeping within budget
- **any issues can be resolved easier when done straight away

Why do you need to confirm bank details of new suppliers?

It is a practice of DUSA finance department to confirm the bank account details of new suppliers, suppliers not used in last 18 months or suppliers that have changed their bank account details.

Whilst bank account details usually do appear on invoices, there is always a fraud risk that the invoice has been altered before being received by our Finance Department.



What if company refuses to supply an invoice?

It is a legal requirement for businesses to provide proof of transaction to consumers for goods or services valued at \$75 (excluding GST) or more. Businesses are also required to provide a receipt for any transaction under \$75 within 7 days if the consumer asks for one.

What if claim doesn't match receipt?

If the claim is different than what invoice/receipt states, an explanation as to why amount is different will need to be provided

What happens if money available in club account is not enough to cover a payment?

Club Support Officers may deny approval of payment and will contact the club.

There is no invoice provided as club is making a donation?

Payment details and explanation from club as to why payment is being made will need to be provided. In some instances the business the donation is being made to, may provide an email or similar which supports the donation being made.





I have lost my receipt/invoice or it is unreadable, can I still be reimbursed?

In the first instance, the club will need to ask the business who issued the invoice/receipt for a copy or to re-issue it.

If this is not possible then reimbursement can still be made providing proof of payment is supplied and evidence that a request for invoice to be re-issued is also supplied.

No tax invoice = no GST can be claimed back from ATO

Can I still claim if only part of receipt is showing?

Yes, but the receipt must still show all information required for a tax invoice and proof of payment has been supplied.

Why does supplier need to show evidence of payment details?

This is to prevent any fraud; the bank details need to show on the official invoice from a supplier, or the supplier can provide their bank details via confirmation from a company email or provide a bank deposit slip.