Deakin University Student Association



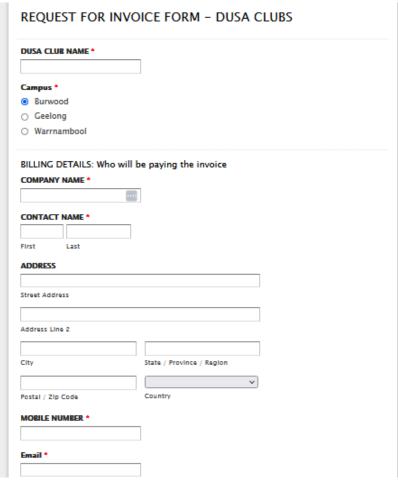
How do I Request an Invoice to be sent to an external business/individual?







The DUSA Finance department will send an invoice to an external business or individual requesting payment on your behalf, when you submit a



Request for Invoice form (see DUSA website)

What you need to include on the form:

- Club name
- Campus
- Details of who the invoice is being sent



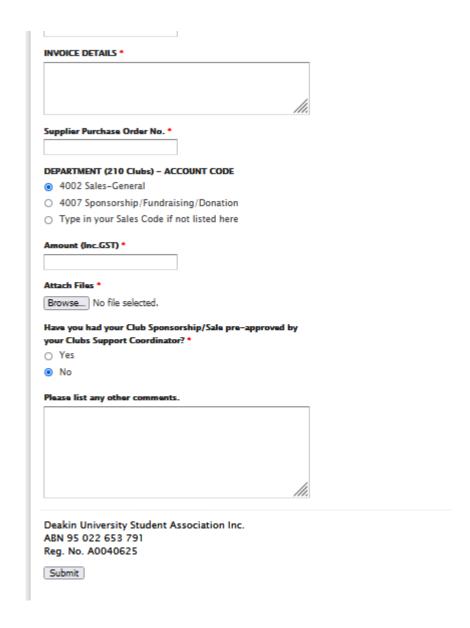
 Include details of why you are sending the invoice

e.g. sponsorship for Health Ball July 2023

- Include Purchase Order number (if one has been provided to you)
- Choose type of income
- Remember to <u>add GST</u> to the amount you want to receive in club account
 Eg if you want \$500 of income to show in club account then the invoice <u>must be</u> for \$550 (\$500 + 10% GST)

SUBMIT

The payment will be directly deposited into your Club account.







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

