

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 – DUSA CLUBS

DUSA CLUB NAME *

Campus *

☒ Burwood
☐ Geelong
☐ Warrnambool

BILLING DETAILS: Who will be paying the invoice

COMPANY NAME *

CONTACT NAME *

First Last

ADDRESS

Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

MOBILE NUMBER *

Email *

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 **add GST** 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 **must be** for \$550 (\$500 + 10% GST)*

SUBMIT

The payment will be directly deposited into your Club account.

INVOICE DETAILS *

Supplier Purchase Order No. *

DEPARTMENT (210 Clubs) – ACCOUNT CODE

☒ 4002 Sales-General

☐ 4007 Sponsorship/Fundraising/Donation

☐ Type in your Sales Code if not listed here

Amount (Inc.GST) *

Attach Files *

Browse... No file selected.

Have you had your Club Sponsorship/Sale pre-approved by your Clubs Support Coordinator? *

☐ Yes

☒ No

Please list any other comments.

Deakin University Student Association Inc.
ABN 95 022 653 791
Reg. No. A0040625

Submit



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