

Club Payment Request

Club Name _____

Activity name _____

Date of event _____

Number of attendees _____

Attendance figures are used for Student Services reporting purposes, and will not affect funding – so please be as accurate as possible.

Club Signatories

Signature

Signature

Print Name

Print Name

Date

Date

Signatories must be listed on the Club Contact and Signatories Form. Club members receiving reimbursements may not sign this form.

Important Information about Tax Invoices

All invoices or receipts must be tax invoices. If you do not have a tax invoice, your Club Payment Request will be returned to you unpaid.

Tax invoices must include the following

- The words "Tax Invoice" stated prominently on the invoice,
- A date of issue,
- Name and address of the supplier,
- ABN of the supplier,
- Brief description of each item/service supplied,
- For each description, the quantity of the goods or service supplied, and
- Whether the price is GST inclusive or GST exclusive.

If any of this is unclear, please contact your Recreation Officer for clarification.

Amount payable _____

Cheque made out to _____

Cheque Collection Options

Please select one of the following options.

1. Cheque to be posted. Yes No

Postal Address _____

2. Cheque to be collected from the Recreation Officer. Yes No

Recreation Officer Use Only

Date received _____

Recreation Co-ordinator Use Only

Grant money used _____

Club money used _____

Cheque number _____

Date processed _____