



**OFFICIAL PURCHASE ORDER REQUISITION (for Clubs)**

Date: .....

Attention: .....

Name of Supplier: .....

ABN Number: .....

Address of Supplier: .....

Telephone: ..... Fax: .....

QUANTITY	DESCRIPTION	AMOUNT (inc GST)	
		\$	c
<b>GRAND TOTAL \$</b>			

Tax Code	Account Code Distribution		Amount (inc GST)	
	Account/Club Name	Account Code (Format: <u>Expense Code</u> – <u>Club Code</u> )	\$	c
1 = Taxable 2 = GST Free 3 = Capital Acq				

Authorising  
 Signature: ..... Authority: .....

Name of Mentor/Staff Approving the Order Req: .....(please print) Ext:.....

Is Order to Be:      FAXED?      MAILED?      (please circle)

Finance Department Use: ..... Order Number: .....

..... Authorised Staff Signatory	..... Authority:
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