

# CLUB FINANCE REQUISITION FORM

You must attach:

- **Minutes:** A copy of the minutes from the meeting where the reimbursement was approved.
- **Invoice:** The original supplier invoice with the **date** and **ABN**.

## Finance Requisition

Club Treasurer to complete this section.

If the Treasurer is the recipient of the funds, another committee executive must sign in their place.

Club Name:	Date:
Reason for Payment:	Amount: \$
Name of Treasurer:                      Signature:	Meeting Date:
Name of Club Executive:                  Signature:	Motion Ref.

## Detail of Expenses

Please state the correct details of the expenses to be reimbursed.

Expense Type (eg. Stationary, catering)	Expense Code	Club Code	Amount (\$) inc. GST
	6-	C	
	6-	C	
	6-	C	
	6-	C	
	6-	C	
	6-	C	
		<b>TOTAL:</b>	<b>\$</b>

## Bank Details

Please state the correct details of the expenses to be reimbursed.

Please tick here if your bank details have not changed.

Name of Claimant:	
Bank Name:	Account Name:
BSB:	Account Number:

# CLUB EXPENSE REIMBURSEMENT

## Club Contact Form

### Person Responsible

Name of Person Submitting Form:

Club:

Date Submitted

Contact Number:

Email Address:

## Issues with Form

### (Staff Only)

Issues with Form Submitted:

Other Notes:

Club Contacted of Issue?

Contact Notes:

Checked by (Staff Only):

Date: