



CLUB OFFICIAL ORDER REQUISITION

Date:

Attention:

Name of Supplier:

ABN Number:

Address of Supplier:

Telephone: Fax:

QUANTITY	DESCRIPTION	AMOUNT (inc GST)	
		\$	c
GRAND TOTAL \$			

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

Authorising
 Signature: Authority:

Mentor/Staff Approving the Order Req:(please print) Ext No:

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

Finance Department Use: Order Number:

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