



You must attach:

- Receipts: The original receipts must be attached with the **supplier's ABN** on them.
- Minutes: A copy of the minutes from the meeting where the reimbursement was approved.

A Club Payment Form must be handed in within 3 months of the transaction taking place.

### 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 Withdrawal:	Amount: \$
Signature of Treasurer:	Meeting Date:
Signature of Club Executive:	Motion Ref:

### Staff Approval

Administration & Clubs Coordinator

Operations Manager

Authorizing Signature: \_\_\_\_\_

Name: \_\_\_\_\_

### Detail of Expenses

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

Expense Type (e.g. catering, merchandise)	Expense Code	Club Code	Amount (\$)
	6-	C	
	6-	C	
	6-	C	
	6-	C	
	6-	C	
	6-	C	
<b>TOTAL:</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:

Bank Name:

Account Name:

BSB:

Account Number: