

CLUB PAYMENT REQUISITION FORM



Please Note: Only ONE supplier payment per form

You cannot request or authorise payment to yourself or family member. Two signatories are required.

Club:	Date	Office Use Only
Name of 1- Club Official		<i>Payment No.</i>
Signature of 1- Club official		<i>Date</i>
Contact phone number		<i>Finance Signature</i>
Email address		
Name of 2- Club Official		<i>Posted</i>
Signature of 2- Club Official		

PAYEE DETAILS
Name:
Address:
Ph:
Fax:
Email:

PAYEE BANK DETAILS
Account Name:
Bank Name:
BSB (6 digits):
Account No:

PURPOSE FOR WITHDRAWAL	DESCRIPTION	AMOUNT
Advertising		
Affiliation/Mship Fees/Insurance		
Apparel		
AUG/EUG		
Awards/Trophies		
Capital Expenditure (must be 1:1)		
Coaching		
Courses/Workshops/Camps		
Donations		
Entry Fees		
Equipment		
Facility/Venue Hire		
Food/Drinks		
Fundraising		
IT/Website		
Medical		
Office Expenses		
Publications/Printing		
Referees/Umpires/Statisticians		
Repairs/Maintenance		
Scholarships		
Social Events		
Staff/Player Costs		
Sundry Expenses		
Travel Expenses		
Vehicle Costs		
GST Amount		\$
Payment Total		\$

Note: Supplier Payments are processed weekly. Payments are made each Friday. Payment Requisition Forms must be completed and given to the Sydney Uni Sport & Fitness office by 5pm on Tuesday.