Purchase Order /Invoice Payment Request

This form must be complete with attachments and appropriate authorisation prior to submission to the Office of Research Services (ORS).

Incomplete documentation will be returned to the requesting person.

For purchases less than $50,000 complete documentation will be processed by ORS within 2 business days of receipt of completed paperwork and sufficient budget.

Once processed by ORS, documentation is forwarded to Finance. Finance finalise payments each Wednesday except the first week of the month. Invoices must reach Finance by Friday to be paid the following Wednesday.

To request **Payment of Invoice,** please complete both sections 1 and 2 of this form.

Please feel free to contact the Office of research Services (ext 55039) if you have any questions.

Section 1 - Payment of invoice

Invoice number: Note: Account will only be paid on Invoice. Statements or delivery notes will not be accepted.	
Invoice issued date:	
Invoicing organisation:	
I declare all goods are received and in appropriate condition. (please initial each item on the attached invoice and sign here:)	
Total amount to be paid (inclusive of GST): Note: If over $1,000 the organisation's ABN must be identified on the invoice	
Purchase Order number: *(If PO not raised, please give explanation why not raised before purchase)*	

Section 2 - Authorisation

Cost Centre and name: Cost code (six digit)	
Faculty or University Centre if applicable:	
Authorised by: ***(must be the authorised delegate of the cost centre)***	Print name: _____ Signature: _____ Date: 15 / 23 / 15

Number of pages attached to this form: _____

For ORS use only

Date received by ORS: Form entered into FI(date): Form rejected (date): Comment:

Name of Actioning Officer: