

**PARISH OF BEVERLY HILLS WITH KINGSGROVE ANGLICAN CHURCH
INVOICE OR REQUEST FOR PAYMENT**

Version 5.0

This claim is: an invoice to be paid for reimbursement (claimant must fill in form)

Name of person filling in form: _____ Budget Line Code: _____
(The person allocated to this code must consent before monies are spent.)

Description of item/service and group/event cost is for: (Use back if more space needed)

If ticked "Invoice to be paid" please ensure payment method details are provided.

If ticked "Reimbursement":

Declaration: I have paid this invoice and request reimbursement.

Choose Payment Method:

- Cheque (up to 2 weeks processing from receipt of completed form)
- Direct Deposit (first time provide account name, number and BSB on back)
- Bpay (first time provide biller code and reference number on back)

Amount: \$ _____

Signature (Of person filling in form) : _____

Signature of Budget Line Code Authority (if different): _____

OFFICE USE ONLY

ACCOUNT No., and other _____
RELEVANT INFORMATION _____

GST Information: NT Free All GST Partial GST _____

CHEQUE NUMBER OR
RECEIPT No. OF ELECTRONIC PAYMENT: GIA CBA _____

DATE: _____

Wardens / Treasurer check of authorisation, invoice present, executed payment:
(2 signatures or attach printout of electronic proof of authorisation)

Signature _____