

# Club Finance Requisition Form



You must attach:

- **Minutes:** A copy of the minutes from the meeting where the transaction was approved.
- **Invoice:** The original supplier invoice with the date and ABN.

## 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.

## Detail of Expenses

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

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

## Bank Details

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

Please tick here if your bank details have not changed. <input type="checkbox"/>	
Name of Claimant:	
Bank Name:	Account Name:
BSB:	Account Number:

Checked by (Staff Only):

Date:

Notes: