

F2

When payment is required but no invoice is available, apply for reimbursement via the Purchase Management module of e-Procurement — exceptions apply, ① see below.



Government of South Australia
Department of Treasury
and Finance

Request for payment when no invoice is available

Do you
have to make
payment for
goods or service,
but don't have
an invoice?

Apply via
e-Procurement,
UNLESS exception
applies, then follow
these steps ▶

- ① This form is only to be used for: foreign currency requests, Fleet SA petty cash, Electorate Services non-invoice payments (MPs), personal petty cash reimbursements.
All other requests are to be made via the Purchase Management module of e-Procurement.

- ① Complete vendor details, description and GST inclusive amount for each payment request
② Ensure payment is authorised by appropriate financial delegate and original documents are attached
③ Enter account number and tax code details

Any questions completing
your request? Call:

Purchase and Facilities
Telephone 08 – 8226 2699

Send the completed form to:
Shared Services SA
DTF Accounts Payable

Payment details

| | |
|------------------------------------------------------------------------------------|--------------------|
| ① Vendor (name and address) | Date of purchase/s |
| Steven Marshall C/- Parliament House, GPO Box 572, North Terrace, Adelaide SA 5000 | 22 / 09 / 2015 |
| Description of goods or services | Total incl. GST |
| Reimbursement for Postage Services | \$ 122.30 |
| | \$ |
| | \$ |
| Vehicle registration and odometer reading — for pool car use | \$ |
| | \$ |
| Total payment | \$ 122.30 |

Authorisation details

② **IMPORTANT: All original documentation must be attached.** ☒ Attached

| | |
|---------------------------|-----------------------------------------------|
| Certified by (print name) | Approved by (print name and title) |
| Fotina Dimas | Paul Tatarelli - Manager, Electorate Services |
| Signature | Signature |
| | |
| | Date |
| | 16 / 10 / 2015 |

Account details

| Account number | Tax code | GST excl. amount | GST | Total incl. GST |
|---------------------------------|----------|------------------|---------|-----------------|
| 3 9 3 9 5 0 1 9 9 9 9 7 3 4 3 2 | PFR | \$ 78.95 | \$ 0.00 | \$ 78.95 |
| 3 9 3 9 5 0 1 9 9 9 9 7 3 4 3 2 | P10 | \$ 39.41 | \$ 3.94 | \$ 43.35 |
| | | \$ | \$ | \$ 0.00 |

Only users with a minimum of Acrobat Reader 7 are able to SAVE this form

F2

This form is for
when no invoice
is available and
payment is required



Government of South Australia

Department of Treasury
and Finance

Request for payment

Do you
have to make
payment for
goods or service,
but don't have
an invoice?

To raise
a payment
with no invoice
please follow
these steps ▶

- 1 Complete vendor details, description and GST inclusive amount for each payment request
- 2 Ensure payment is authorised by appropriate financial delegate and original documents are attached
- 3 Enter account number and tax code details

Any questions completing
this form? Call:

Accounts Payable Officer
Telephone 08 - 8226 3501

Send the completed form to:
Corporate Services
Accounts Payable Officer

Payment details

| | | | | |
|---------------|----------------------------------|--------------------|--------------------|-------------|
| 1 | Vendor | Steven Marshall | Date of purchase/s | 15 OCT 2015 |
| | Description of goods or services | Visa Requirements. | Total incl: GST | |
| | | - money order | \$ | |
| | | - Photos | \$ | |
| | | - envelopes | \$ | |
| Total payment | | | \$ | 122.30 |

Authorisation details

IMPORTANT: All original documentation must be attached. ☒ Attached

| | | |
|---|---------------------------|------------------------------------|
| 2 | Certified by (print name) | Approved by (print name and title) |
| | Steven Marshall | Steven Marshall |
| | Signature | Signature |
| | | |
| | | Date |
| | | 29 SEP 2015 |

Account details

| | | | | | |
|---|----------------|----------|------------------|-----|-----------------|
| 3 | Account number | Tax code | GST excl. amount | GST | Total incl. GST |
| | | | \$ | \$ | \$ 0.00 |
| | | | \$ | \$ | \$ 0.00 |
| | | | \$ | \$ | \$ 0.00 |

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Purchase and Facilities
Telephone 08 – 8226 2699

Send the completed form to:
Shared Services SA
DTF Accounts Payable

Payment details

Vendor (name and address)

STEVEN MARSHALL

Date of purchase/s

21 / 2 / 18

Description of goods or services

PURCHASE OF FUEL FOR REMUNERATION VEHICLE

Total Incl. GST

\$ 81.25

21/02/2018

Vehicle registration and odometer reading — for pool car use

Total payment

\$ 81.25

Authorisation details

IMPORTANT: All original documentation must be attached. ☒ Attached

Certified by (print name)

BARRY HILLIS

Approved by (print name and title)

Paul Tattarelli - manager Electorate Services

Signature

[Signature]

Signature

[Signature]

Date

13/03/2018

Account details

Account number

1030491473373

Tax code

P10

GST excl. amount

\$ 73.86

GST

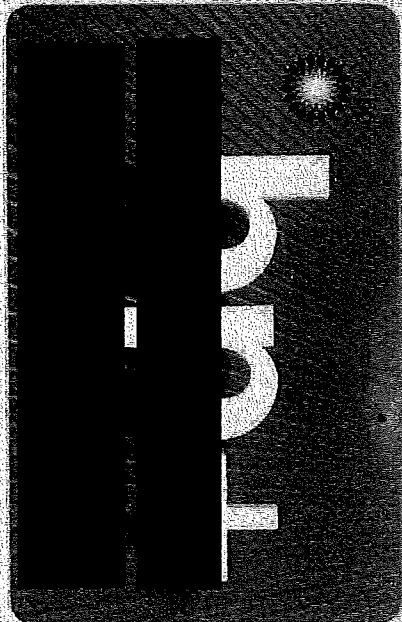
\$ 7.39

Total Incl. GST

\$ 81.25

\$ 0.00

\$ 0.00



CTR KENSINGTON
TAX INVOICE

EXTRACTION OFFICIAL RECEIPT

ABN: 7542287033 Phone: 8431 4799

Clerk: HQ 21/02/18 08:27:02 128

Shift: 2, 21/02/18

| Item | Description | Qty | Amount |
|------|-------------|-----|--------|
|------|-------------|-----|--------|

| | | | |
|---|----------------|----------|----------|
| 9 | 40.00 1 Pump 3 | | |
| | 123.6 71 | x 65.73L | |
| | UNLEADED | | \$ 81.24 |

| | | |
|-----------------|----|--------|
| Sub Total - | \$ | 81.24 |
| Rounding Adj - | \$ | 0.01 |
| Total Incl. GST | \$ | 81.25 |
| Cash | \$ | 100.00 |
| Change | \$ | 18.75 |

Sale includes GST of \$ 7.39

* Indicates GST Inclusive Item(s)

No refunds given unless receipt shown.

Thankyou. Please call again.

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