



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) AO57477 Date of purchase/s 18/09/2017
 David Franchitto C/- Parliament House Adelaide, GPO Box 572, Adelaide SA 500+
 Description of goods or services **Total incl. GST**
 Reimbursement for Fuel from United Berri - 15/08/17 \$ 45.02
 Reimbursement for Fuel from Coles Express - 14/08/17 \$ 77.49
 \$
 Vehicle registration and odometer reading — for pool car use \$
 Total payment \$ 122.51

Authorisation details

② **IMPORTANT: All original documentation must be attached.** ☒ Attached
 Certified by (print name) Jenny Ormsby Approved by (print name and title) Paul Tatarelli - Manager Electorate Services
 Signature [Signature] Signature [Signature] Date 18/09/2017

Account details

③ Account number Tax code GST excl. amount GST Total incl. GST
 3 9 3 9 5 0 1 9 9 9 9 9 7 3 3 7 3 P10 \$ 111.37 \$ 11.14 \$ 122.51
 \$ \$ \$ 0.00
 \$ \$ \$ 0.00

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

Vendor

1 David Franchitto

Date of purchase/s

15, 8, 17

Description of goods or services

Petrol - 15/8/17 \$48.02

Total incl. GST

\$

14/8/17 \$77.49

\$

\$

Total payment

\$122.51 0.00

Authorisation details

IMPORTANT: All original documentation must be attached. ☐ Attached

2 Certified by (print name)

David Franchitto

Approved by (print name and title)

James Stevens

Signature

[Signature]

Signature

[Signature]

Date 8 SEP 2017

Account details

3 Account number

Tax code

GST excl. amount

GST

Total incl. GST

00000000000000000000

\$

\$

\$ 0.00

00000000000000000000

\$

\$

\$ 0.00

00000000000000000000

\$

\$

\$ 0.00



UNITED BERRI
2 Old Sturt Highway Berri SA
PH 08 8582 1143
Fuel by ABN 52 995 832 068
Shop by ABN 34 617 508 737
TAX INVOICE

(*) denotes items which attract GST
15/08/2017 08:26pm Tuesday

*Pump #5 PREMIUM 100
31.48 L @ 143.0 c/L \$45.02

Total (1 item) \$45.02
EFTPOS \$45.02

ANZ EFTPOS

ANZ CUSTOMER COPY

UNITED BERRI

2 OLD STURT HIGHWAY
BERRI

TERMINAL ID 01945552001
MASTERCARD (C) CR
0106

PUR AUD \$45.02

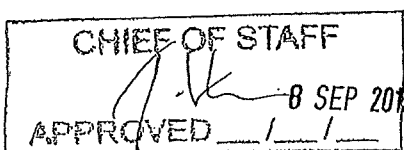
Debit MasterCard
AID A0000000041010
TVR 0000000000
APSN 01 P00007 ATC 0099

APPROVED AUTH: R35688
STAN: 207006
15/08/17 19:55

EFTPOS FROM ANZ

GST \$4.09
Served by Ratish Lane #01
Receipt Number 00046552

THANKS FOR SHOPPING AT UNITED
TRADING HOURS



Handwritten signature
74931



EUREKA OPERATIONS PTY LTD
TAX INVOICE / ABN 78 104 811 216

www.colesexpress.com.au
NORWOOD (08) 8361 3591
208 MAGILL ROAD, NORWOOD

% V-POWER PUMP 2 \$
QTY: 56.36 L @ 137.5 c/L 77.49

TOTAL \$77.49
EFT 77.49

GST INCLUDED IN THE TRANSACTION \$7.04
% = TAXABLE ITEMS

COLES EXPR
NORWOOD SA AU
14/08/17 21:42 58471921 E94801
***** 0106 MASTERCARD
CREDIT ACCOUNT Debit MasterCard
APSN 0001 ATC 0151 A0000000041010
PURCHASE AUD\$ 77.49
RRN 000014626900 (00)APPROVED
AUTH R77844
NO PIN OR SIGNATURE REQUIRED

14/08/17 21:42 CARLOS
Receipt No. 1846269 Site No. 1948
flybuys card # 279XXXXX3712

SPEND \$20 IN STORE AT COLES EXPRESS
TO SAVE 10C PER LITRE INSTANTLY!

Add your Coles Supermarket App
fuel discount and you can
SAVE 14C PER LITRE!

Terms and conditions apply, see in store for details

Liquorland

Present: