

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 |
| Greg Charter C/- Parliament House Adelaide, GPO Box 572, Adelaide SA 5001 | 3 / 4 / 2014 |
| Description of goods or services | Total incl. GST |
| Reimbursement for an IT Purchase - USB Cable | \$ 20.00 |
| | \$ |
| | \$ |
| Vehicle registration and odometer reading — for pool car use | \$ |
| | \$ |
| Total payment | \$ 20.00 |

Authorisation details

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

Certified by (print name) Approved by (print name and title)

Fotina Dimas Paul Williams - Director, Financial Services

Signature Signature Date

[Signature] *[Signature]* 14/4/14

14/4/14

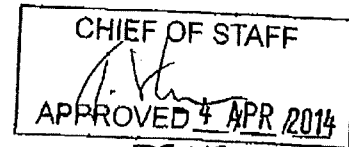
Account details

| Account number | Tax code | GST excl. amount | GST | Total incl. GST |
|---------------------------------|----------|------------------|---------|-----------------|
| 3 9 3 9 5 0 1 9 9 9 9 7 6 6 1 2 | P10 | \$ 18.18 | \$ 1.82 | \$ 20.00 |
| | | \$ | \$ | \$ 0.00 |
| | | \$ | \$ | \$ 0.00 |

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



Steven Marshall MP
State Liberal Leader



dick smith

dicksmith.com.au

ABN 34 000 908 716

Adelaide CBD DSM

55 Gawler Place Adelaide, SA 5000

Ph: 08 82116121 Fax: 08 82116172

| | |
|---------------------------------|------------------|
| Sale | Number: 8-921871 |
| 3/04/2014 12:41 pm | Reg: |
| Served by | |
| *MILKSHAKE Cable USB Mini/Micro | |
| E 6201 | 1 x 19.98 |
| Total | \$19.98 |
| Cash | \$20.00 |
| rounding | -\$0.02 |

Tax Invoice

Total includes GST of \$1.82

Some of our goods come with a manufacturer's warranty. Check if your goods come with a manufacturer's warranty, and if so, you should contact the manufacturer directly for details relating to the manufacturer's warranty and how to make a claim on it (if any applies).

Retain this docket for return of any goods.

You may also return the goods to us.

However, please choose carefully as return of goods will not be accepted where you have simply changed your mind.

For further details, view our Returns Policy at www.dicksmith.com.au/our-returns-policy



www