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.



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 >

Payment details

Vendor (name and address)

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

Greg Charter C/- Parliament House Adelaide, GPO Box 572, Adelaide SA 5001

Any questions completing your request? Call: Purchase and Facilities Telephone 08 – 8226 2699 Sand the completed form to

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

3

Date of purchase/s

2014

Description of goods or services	<u>+</u>	Tota	l incl. GST	
Reimbursement for an IT Purchase - USB Cable		\$	20.00	
Trembulation at 11 1 1 dicitate Cob Cable			20.00	
		\$		
Summer of substances of the second success of the substance of the second success of the substance of the su		\$		
Vehicle registration and odometer reading — for pool car use		Harry Hotel Hotels		T.
and a suite and the suite and		\$	ร้อง เป็นการ - ร้อด	
				_
Total payr	ment	\$	20.00	<u> </u>
ray tang a kang ang ang at kang menggalang ang ang ang ang ang ang ang ang ang	***************************************	and the second second second	والمروارة المعاودة	
Authorization details				F-1
Authorisation details	· · · · · · · · · · · ·	QTIFI	eo ce	RRE
IMPORTANT: All original documentation must be attached. Attached	CE Fr	RTIFI X PA	ED CE	RRE
IMPORTANT: All original documentation must be attached. ✓ Attached Certified by (print name) Approved by (print name and title)		0.	ED CE YMEN Air	RRE
IMPORTANT: All original documentation must be attached. ✓ Attached Certified by (print name) Approved by (print name and title) Fotina Dimas Paul Williams - Director, Financial		0.	ED CE YMEN AA	RREGET T.
IMPORTANT: All original documentation must be attached. ✓ Attached Certified by (print name) Approved by (print name and title)		0.	ED CE YMEN ACA	T.
IMPORTANT: All original documentation must be attached. ✓ Attached Certified by (print name) Approved by (print name and title) Fotina Dimas Paul Williams - Director, Financial		0.	ED CE YNJEN RA 1 2014	PRRE
IMPORTANT: All original documentation must be attached. ✓ Attached Certified by (print name) Approved by (print name and title) Fotina Dimas Paul Williams - Director, Financial		0.	RA	PRRH
IMPORTANT: All original documentation must be attached. ✓ Attached Certified by (print name) Approved by (print name and title) Fotina Dimas Paul Williams - Director, Financial		0.	RA	PRRE
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	0.	RA	PRRE
IMPORTANT: All original documentation must be attached. ✓ Attached Certified by (print name) Approved by (print name and title) Fotina Dimas Paul Williams - Director, Financial Signature Signature Account details	Services	Date	/ 2014	
IMPORTANT: All original documentation must be attached. Certified by (print name)	Services	Date	/ 2014	SST .
IMPORTANT: All original documentation must be attached. ✓ Attached Certified by (print name) Approved by (print name and title) Fotina Dimas Paul Williams - Director, Financial Signature Signature Account details	Services	Date	/ 2014	SST .
IMPORTANT: All original documentation must be attached. Certified by (print name)	Services	Date	/ 2014 / 2014 otal incl. 6	SST .
IMPORTANT: All original documentation must be attached. ✓ Attached Certified by (print name) Approved by (print name and title) Fotina Dimas Paul Williams - Director, Financial Signature Signature Account details Account number Tax code GST excl. amount 3 9 3 9 5 0 1 9 9 9 9 7 6 6 1 2 P10 \$ 18.18 \$	Services	Date	/ 2014 / 2014 otal incl. 6	3ST 00



This sounces for when no moste is evaluate and nayment is recurred.

Government of South Australia Department of Treasury and Finance APR 2014 FLU WASE

Request for payment

po 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 ▶

Payment details

- 1 Complete vendor details, description and GST inclusive amount for each payment request
- 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

Vendor Grecy Charter Description of goods or services IT Parchase - USB Cebk	Total Incl. GST \$ 19.98
#75212 Total payment	s 19.98 -0.00
Authorisation details IMPORTANT: All original documentation must be attached. Certified by (print name) Approved by (print name and title) Green Charler Signature Signature AM. AM. AM. Signature	Date '- 4, APR 2014
Account details Tax code GST excl. amount CS S S S S S S S S S S S S S S S S S S	5 0.00 s 0.00

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





Steven Marshall MP State Liberal Leader



dick smith

dicksmith.com.au

Adelaide CBD DSM

55 Gawler Place Adelaide, SA 5000 Ph: 08 82116121 Fax: 08 82116172

Tax invoice

Total includes GST of \$1.82

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

Ratain 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.eu/our-returns-policy



WW

