

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 ▶

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- 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
Penny Pratt C/- Parliament House Adelaide, GPO Box 572, Adelaide SA 5001	1 / 06 / 2016
Description of goods or services	Total Incl. GST
Reimbursement for Accommodation - Country Roads Motor Inn	\$ 128.00
Reimbursement for Accommodation - Quality Inn	\$ 130.00
Reimbursement for Staff Amenities	\$ 50.00
Vehicle registration and odometer reading — for pool car use	\$
<b>Total payment</b>	<b>\$ 308.00</b>

## Authorisation details

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

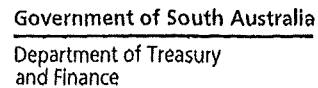
Certified by (print name)	Approved by (print name and title)
Fotina Dimas	Tony Smith, Policy & Entitlements Manager
Signature	Signature
	Date
	30 / 06 / 2016

## Account details

③

GST excl. amount	GST	Total Incl. GST
\$ 234.54	\$ 23.46	\$ 258.00
\$ 45.45	\$ 4.55	\$ 50.00
\$	\$	\$ 0.00

*This form is for  
when no invoice  
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RECEIVED  
27 JUN 2016  
EL PASO  
TX 79901

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

- Any questions completing  
this form? Call:**  
Accounts Payable Officer  
Telephone 08 - 8226 3501
- Send the completed form to:**  
Corporate Services  
Accounts Payable Officer

1

Penny Pratt.

1, 6, 2016

## Accommodation

\$128.00

## Entertainment FBT

73612

\$ 50.00

## Accommodation.

7492

\$ 130.00

\$ 308.00

2

Attached

Approved by (print name and title)

Penny Pratt

James Stevens.

Signature \_\_\_\_\_

24 JUN 2016

3

Tax code

GST excl. amount

**GST**

**Total incl. GST**[illegible]

\$

§

\$ 0.00

[illegible]

\$

\$

\$ 0.00

[illegible]

§

§

\$ 0.00

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

Country Roads Motor Inn  
20 Smith Street  
PO Box 501  
NARACORTE SA 5271

ABN: 62 577 427 531  
Phone: (08) 8762 3900  
Email: countryroads@rbm.com.au  
Website: www.countryroadsnaracorte.com.au

Tax Invoice

Ms Penny Pratt  
ADELAIDE SA 5000

Date: 1 Jun 2016 7:07 PM  
Unit: 02  
Adults: 2  
Arrive Date: 1 Jun 2016  
Depart Date: 2 Jun 2016  
Account No: 94783  
Reservation No: 66948

Invoice No: 22119

Date	Details	GST	Amount (Inc.GST)
1 Jun 2016	Standard CORPORATE, Accommodation (01-Jun-16)	\$11.64	\$128.00
1 Jun 2016	EFTPOS Receipt #49143, Eftpos	\$0.00	-\$128.00
		GST	\$11.64
		Total	\$0.00

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PR & FA Coulter  
Vas Country Roads Motor Inn

When making payment  
Please Quote INVOICE No.....

EFT Payment



X

Remittance - Direct Credit Details

Account Name: PR & FA COULTER Vas Country Roads Motor Inn  
BSB Number: 015670  
Account Number: 486502173  
Reference Number: 66948

Original

RECEIPT

58

Date 1-6-16

Received from Penny Pratt

The sum of fifty dollar

Being for Meal

Liberal Party - Naracoorte branch

\$50- [Signature]  
Signature

SUNCORP BANK

COUNTRY ROADS MOTOR INN  
NARACOORTE SA 5271  
MERCHANT ID 600850  
01.01.11  
\*\*\*CUSTOMER RECEIPT\*\*\*  
TID 36120700  
MID 315799425361207  
BATCH1000771 INV 005534

SALE  
DEBIT CARD  
\*\*\*\* \*\* 8082 (e)  
RRN 034829190641  
STAN 034829

JUN 01 16 19106 SAVING

SALE \$128.00  
TOTAL AUD \$128.00  
APPROVED 00

Quality Inn Presidential Motel  
152 Jubilee Hwy West  
Mount Gambler SA 5290

ABN: 28231694958  
Phone: 08 8724 9966  
Fax: 08 8724 9975  
Email: reservations@qualityinnpresidential.com  
Website: www.qualityinnpresidential.com

Tax Invoice

Penny Pratt

Date: 10 Jun 2016 10:31 AM  
Room: 40  
Adults: 1  
Arrive Date: 31 May 2016  
Depart Date: 1 Jun 2016  
Account No: 114732  
Reservation No: 77573

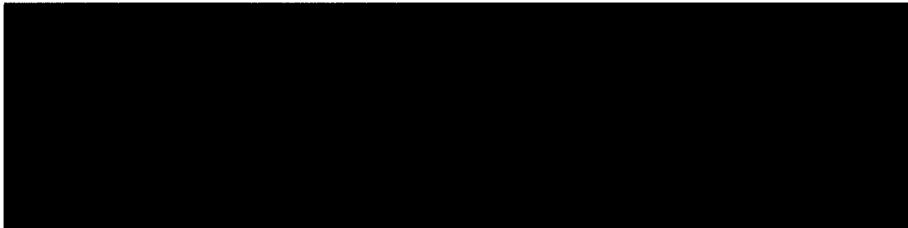
Invoice No: 45215

Date	Details	GST	Amount (Inc.GST)
31 May 2016	Corporate, Accommodation (31-May-16)	\$11.82	\$130.00
1 Jun 2016	EFTPOS Receipt #61573, Visa # 1082	\$0.00	-\$130.00
		GST	\$11.82
		Total	\$0.00

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All prices are GST Inclusive

NO STATEMENT ISSUED  
PLEASE PAY ON INVOICE



Remittance - Direct Credit Details

Account Name: R4E Pty Ltd  
BSB Number: 065-504  
Account Number: 10289800  
Reference Number: 77573

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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)

Penny Pratt C/- Parliament House Adelaide, GPO Box 572, Adelaide SA 5001

Date of purchase/s

06 / 06 / 2016

Description of goods or services

Reimbursement for Airfares from Adelaide to Mt Gambler - 31/05/16

Total Incl. GST

\$ 476.00

\$

\$

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 476.00

### Authorisation details

②

IMPORTANT: All original documentation must be attached. ☒ Attached

Certified by (print name)

Jenny Ormsby

Approved by (print name and title)

Tony Smith - Policy & Entitlements Manager

Signature

*J. Ormsby*

Signature

*T. Smith*

Date

6 / 06 / 2016

### Account details

③

	ST excl. amount	GST	Total Incl. GST
	432.73	\$ 43.27	\$ 476.00
		\$	\$ 0.00
		\$	\$ 0.00

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- 1 Complete vendor details, description and GST inclusive amount for each payment request
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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 <u>Benny Pratt</u>	Date of purchase/s <u>25/5/2016</u>
Description of goods or services <u>Flights - Adelaide to Mt Gambier.</u>	Total incl. GST \$ <u>467.00</u>
	\$
	\$
Total payment	\$ <u>467.00</u> ✓

Authorisation details	
IMPORTANT: All original documentation must be attached. <input type="checkbox"/> Attached	
2 Certified by (print name) <u>Benny Pratt</u>	Approved by (print name and title) <u>James Stevens</u>
Signature <u>[Signature]</u>	Signature <u>[Signature]</u>
	Date <u>2.6.16</u>

Account details				
3 Account number	Tax code	GST excl. amount	GST	Total Incl. GST
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00

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

# re Regional Express

## Tax Invoice and Travel Plan

re.com.au  
13 17 13

REGIONAL EXPRESS HOLDINGS LIMITED (ABN 18 099 547 270) AS AGENT FOR REGIONAL EXPRESS PTY LIMITED (ABN 46 101 325 642) R.O. BOX 807, MASCOT NSW 1460, AUSTRALIA enquiries@rex.com.au

Booking Reference : LSPVYT  
Date : 25 May 2016

01

PASSENGER NAME

Adult

MS PENELOPE PRATT

E-ticket No.

899 21 7114 9789

### Adelaide - Mount Gambier

02

#### ITINERARY DETAILS

#### TERMINAL INFORMATION:

Sydney / T2  
Melbourne  
Adelaide / T1  
Brisbane / Domestic  
Cairns / T2  
Perth / T2

Flight Number



ZL4617  
Rex Flex\*

Depart

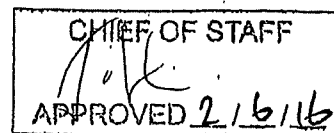
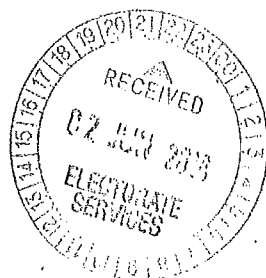
8:45 AM  
Adelaide

Arrive

9:55 AM  
Mount Gambier

Date

Tue 31 May 2016



74921

\*Note: For certain fare categories, cancellations at any time or failure to check in for a Rex flight at least 30 minutes before the scheduled departure for Sydney, Melbourne, Adelaide, Perth and Queensland airports (excluding Burketown which is 60 minutes) or 20 minutes for regional airports in New South Wales, South Australia, Tasmania, Victoria and Western Australia, will result in fare forfeiture. Please refer to the Fare Rules and Conditions of Carriage for full details.

^ From 28 April 2016, Rex check-in and departures will be located in Terminal 4 at Melbourne Airport. All arrivals will continue to arrive into Terminal 4.

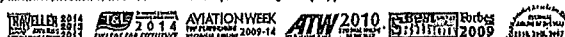
03

#### FARE PAYMENTS

#### Rex Fare Total

Rex Base Fare (ex GST)	\$	405.00
Taxes & Levies (ex GST)	\$	16.45
Booking/Services Surcharge (incl GST)	\$	10.00
GST	\$	42.15
Air Fare Total	\$	473.60
Optional SMS Charge	\$	2.40

\*Optional Travel Insurance. Regional Express Holdings Limited ABN 18 099 547 270 AR 320136 (REX) promotes this product and ACE Insurance Limited ABN 23 001 642 020 AFSL No. 239687 (ACE) issues this product. REX and ACE provide general advice only and do not consider your objectives, financial situation or needs. To decide if this product is right for you, please read the Combined Financial Services Guide, Policy Wording & Product Disclosure Statement.





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## Payment details

① Vendor (name and address)

01210611146 Penny Pratt C/- Parliament House Adelaide, GPO Box 572, Adelaide SA 5001

Date of purchase/s

24 / 07 / 2017

Description of goods or services

Reimbursement for Telstra Bill Issued 15/07/2017

Total Incl. GST

\$ 42.88

\$

\$

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 42.88

## Authorisation details

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

Certified by (print name)

Fotina Dimas

Approved by (print name and title)

Tony Smith, Policy & Entitlements Manager

Signature

Signature

Date

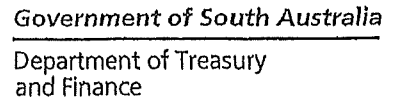
11 / 08 / 2017

## Account details

③

	GST excl. amount	GST	Total Incl. GST
	\$ 38.98	\$ 3.90	\$ 42.88
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00

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Corporate Services  
Accounts Payable Officer***

Vendor	Date of purchase/s
Penny Pratt	2/8/17
Description of goods or services	Total incl. GST
Mobile Phones	\$
	\$
	\$
	\$
Total payment	\$42.88 0.00

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

- 2 Certified by (print name) Penny Pratt Approved by (print name and title) James Stevens  
Signature [Signature] Signature [Signature] Date 3 AUG 2017

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

---

- \$93.05

spent on

**Tfr Wdl BPAY Internet 24Jul11:34**

**[REDACTED] Telstra Corp Ltd**

---

Search Google for this merchant



---

Status

Successful

Account

Complete Freedom Offset  
[REDACTED]

Date

24 Jul 2017

---

Dispute this transaction



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Expense splitter



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**Need to confirm a payment?**