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.
- 2 Ensure payment is authorised by appropriate financial delegate and original documents are attached
- 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

Date of purchase/s

DTF Accounts Payable

Description of goods or services			Tota	al incl. GST
Reimbursement for Optus Invoi	- 01/12/17	· 全部、4.445%。例如20mm更多。2014年11年至20mm	\$	122.99
			\$	
			\$	35.35年1534年253
Vehicle registration and odometer re	ading — for pool car use			
			\$	TENED DEPOSABLE ACTUAL
			•	122.99
		Total payment	\$	122.93
		lotal payment	, p	122.99
Authorisation details			•	122.99
MPORTANT: All original documen		ached: _	•	122.99
MPORTANT: All original document	Approved by (print nam	ached e: and title)		122.99
MPORTANT: All original document Sertified by (print name) Jenny Ormsby	Approved by (print nam Tony Smith - Policy	ached e: and title)	ager	122.99
MPORTANT: All original documen Sertified by (print name)	Approved by (print nam	ached e: and title)	ager Date	
MPORTANT: All original document Sertified by (print name) Jenny Ormsby	Approved by (print nam Tony Smith - Policy	ached e: and title)	ager Date	02 / 2018

GST excl. amount

\$

111.81

\$

\$

11.18

\$

\$

Total Incl. GST

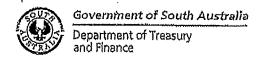
122.99

0.00

0.00



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



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 >

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
- 6 Enter account number and tax code details

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

٠.	Payment Cevalla	
•	Vendor Ruth van dan Book Description of goods or services Phone bill December Out 2 1 2017	Date of purchase/s 20,12,20 7 Total incl. G5T s
	Total payment	\$ \$1220999
,		
	Authorisation details	
9	IMPORTANT: All original documentation must be attached. Attached Certified by (print name) Approved by (print name and title) Ruh van den Brinkl. Signature Signature	Date DAT
•	- A	2 9 JAN 2017
1	Account details	
(Account number Tax code G5T excl. amount G5	T Total incl. GST



Purchased on

Wednesday 20 December 2017

Card used

MasterCard

Listed as

Telecom equipment & sales

Search the Internet for this merchant

APPROVED_/_/_

Request for payment when no invoice is available

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- 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

/endor (name and address)	Dat	e of purchase/s
A013555 Ruth Van den Brink C/- Parliament House Adelaide, GPO Box 572, Adel	26	, 02 _/ 2018
Description of goods or services		Total incl. GS
Reimbursement for Optus Invoice# 01/01/18	\$	92.9
Reimbursement for Optus Invoice# 01/02/18	\$	92.9
	\$	
Vehicle registration and odometer reading — for pool car use		
	\$	
Total payment	\$	185.9

Authorisation details								
IMPORTANT: All original documentati	IMPORTANT: All original documentation must be attached. 」」 Attached							
Certified by (print name)	Approved by (print name and title)							
Jenny Ormsby	Tony Smith - Policy & Entitlements Manager							
Signature	Signature Date							
4. Onunty	. D. R							

Account details	3.31		6 200	ergyare.		To the	
	GS	STexcl. am	ount		GST		Total incl. GS
	\$	169.0	07	\$	16.91		\$ 185.98
	\$			\$			\$ 0.00
	\$			\$			\$ 0.0

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

- 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
- **6** 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

Date of purchase/s 22/CI/IR Description of goods or services Phare bil January S Total incl. GST S Total payment s 92.79 0.00 Authorisation details IMPORTANT: All original documentation must be attached. JAttached Certified by (print name) Approved by (print name and title) RMA and BANC Signature Date 7/624. Zol8 Account details Tax code GST excl. amount GST S 0.00 \$ \$ \$ 0.00	Payment details	
Authorisation details IMPORTANT: All original documentation must be attached	Vendor D. M.	
Authorisation details IMPORTANT: All original documentation must be attached. LAttached Certified by (print name) Approved by (print name and title) Signature Date 7,624. 2018 Account details Account details Tax code GST excl. amount GST Total incl. GST 5 0.00	: Description of goods or services	Total incl. GST
Authorisation details IMPORTANT: All original documentation must be attached	Phone bill tanions	s
Authorisation details IMPORTANT: Ail original documentation must be attached. Lattached Certified by (print name) Approved by (print name and title) Signature Date 7,024, 2018 Account details Account number Tax code GST excl. amount GST Total incl. GST 5 0.00	01/01/18	S
Authorisation details IMPORTANT: All original documentation must be attached.		\$
IMPORTANT: All original documentation must be attached. LAttached Certified by (print name) Approved by (print name and title) Rum and British Signature Signature Date 7,024, 2018 Account details Account number Tax code GST excl. amount GST Total Incl. GST \$ 0.00	Total payment	s 92.99 0.00
Account number Tax code GST excl. amount GST 5 0.00 \$ 5 0.00	IMPORTANT: All original documentation must be attached. Lattached Certified by (print name) Approved by (print name and title) Signature Signature	_
\$ \$ 5 0.00 \$ \$ 5 0.00		
\$ 5 0.00	Actount number Tax code GST excl. amount GS	1 1
	5 \$	<u>s</u> 0.00
	\$ 5	s 0.00



Purchased on

Monday 22 January 2018

Card used

MasterCard

Listed as

Telecom equipment & sales

Search the internet for this merchant

CHIEF OF STAFF

APPROVED 7 12158

72321

Request for payment



To raise
a payment
with no invoice
please follow
these steps

- 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

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

	Vendor Ruh van den Brik Description of goods or services Phone bell 01/62/18	Date of purchase/s (9 ,02, 2018 Total incl. GST S S
:{	Authorisation details IMPORTANT: All original documentation must be attached. Attached Certifled by (print name) Approved by (print name and title) Jans Steven Signature Signature	592.99 4560)
	Account details	5 0.00 5 0.00 5 0.00



Purchased on

Monday 19 February 2018

Card used

MasterCard

Listed as

Telecom equipment & sales

Search the Internet for this merchant

CHIEF OF