



# 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

Vendor (name and address)

Date of purchase/s

A013555 Ruth Van den Brink C/- Parliament House Adelaide, GPO Box 572, Adel

06 / 02 / 2018

Description of goods or services

Total incl. GST

Reimbursement for Optus Invoice - 01/12/17

\$ 122.99

\$

\$

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 122.99

## Authorisation details

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

*J Ormsby*

*T. Smith*

6 / 02 / 2018

## Account details

GST excl. amount

GST

Total Incl. GST

\$ 111.81

\$ 11.18

\$ 122.99

\$

\$

\$ 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  
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To raise  
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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

1	Vendor <u>Ruth van den Brink</u>	Date of purchase/s <u>20/12/2017</u>
	Description of goods or services <u>Phone bill December</u>	Total incl. GST
	<u>01/12/2017</u>	\$
		\$
		\$
	Total payment	<u>\$1220.99</u>

### Authorisation details

IMPORTANT: All original documentation must be attached. <input checked="" type="checkbox"/> Attached		
2	Certified by (print name) <u>Ruth van den Brink</u>	Approved by (print name and title) <u>James Stevens</u>
	Signature 	Signature 
		Date <u>29 JAN 2017</u>

### Account details

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



Purchased on Wednesday 20 December 2017  
Card used MasterCard  
Listed as Telecom equipment & sales

[Search the Internet for this merchant](#)

CHIEF OF STAFF  
APPROVED   /  /



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Send the completed form to:  
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DTF Accounts Payable

## Payment details

① Vendor (name and address)

A013555 Ruth Van den Brink C/- Parliament House Adelaide, GPO Box 572, Adel

Date of purchase/s

26 / 02 / 2018

Description of goods or services

Total incl. GST

Reimbursement for Optus Invoice# [REDACTED] 01/01/18

\$ 92.99

Reimbursement for Optus Invoice# [REDACTED] 01/02/18

\$ 92.99

\$

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 185.98

## Authorisation details

② **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

*J Ormsby*

*T. Smith*

26 / 02 / 2018

## Account details

③

[REDACTED]											

GST excl. amount

GST

Total incl. GST

\$ 169.07

\$ 16.91

\$ 185.98

\$

\$

\$ 0.00

\$

\$

\$ 0.00

F2

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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>Ruth van den Brink</u>	Date of purchase/s <u>22/01/18</u>
	Description of goods or services <u>Phone bill January</u>	Total incl. GST
	<u>01/01/18</u>	\$
		\$
		\$
	Total payment	\$ <u>92.99 0.00</u>

## Authorisation details

IMPORTANT: All 'original' documentation must be attached. ☐ Attached

2	Certified by (print name) <u>Ruth van den Brink</u>	Approved by (print name and title) <u>James Stevens</u>
	Signature 	Signature 
		Date <u>7/02/2018</u>

## Account details

3	Account number	Tax code	GST excl. amount	GST	Total incl. GST
	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00
	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00
	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00

22 Jan 2018

OPTUS BILLING AUTOPAY  
MACQUARIE PAN SW

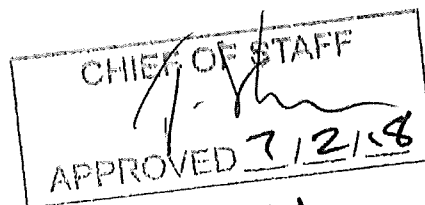
Bills & utilities

- \$92.99



Purchased on Monday 22 January 2018  
Card used MasterCard  
Listed as Telecom equipment & sales

[Search the internet for this merchant](#)



72321

F2

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this form? Call:

Accounts Payable Officer  
Telephone 08 - 8226 3501

Send the completed form to:  
Corporate Services  
Accounts Payable Officer

## Payment details

1 Vendor	Ruth van den Brink	Date of purchase/s	19/02/2018
Description of goods or services	Phone bill	Total incl. GST	
	01/02/18	\$	
		\$	
		\$	
Total payment		\$92.99	<del>100.00</del>

## Authorisation details

IMPORTANT: All original documentation must be attached. ☒ Attached

2 Certified by (print name)	Approved by (print name and title)	Date
Ruth van den Brink	James Stevens	26 FEB 2018
Signature	Signature	

## Account details

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

19 Feb 2018

OPTUS BILLING AUTOPAY  
MACQUARIE PANSW

Bills & utilities

- \$92.99

Purchased on Monday 19 February 2018  
Card used MasterCard  
Listed as Telecom equipment & sales

Search the Internet for this merchant

