



PAYMENT VOUCHER

FOR PAYMENTS TO STUDENTS AND VISITING ACADEMICS
NOT TO BE USED FOR PAYMENTS TO STAFF

PAYMENT PAYABLE TO:

	Student ID No:
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Special Instructions

ADDRESS:

Postcode:

Creditor No:

Date: / /

PARTICULARS / PURPOSE

Payments must be assessed for FBT

	Amount (excl GST)		GST		Total (incl GST)
Totals					
Discount					
Nett					
Total Payment					

Contact Name: (Please print)
.....
Ext:

Username:
..... / /

Authorised & Certified as Business Expenses by:
.....
Username:
..... / /

ACCOUNT CODE

BC	Activity	Account	FS	Entity	AMOUNT (excl GST)
8 0 0 1	8 0 0 1 1	2 8 1 5	7 1	0 1	GST

FBSD SECTION ONLY

Processed by: **Authorised by:** **Request No:**

Cheque No: