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|  | **NonEmployee ADVANCE REQUISITION** |

This form is to be forwarded to the relevant College/Portfolio Unit for checking and coding then forwarded to Accounts Payable via invoices@flinders.edu.au where it will be scanned into BasWare and forwarded to your financial delegate for electronic approval.

**\*Please type in data prior to printing**

**Date**

**Name**

**Student Number (if applicable)**

**Phone** **College/Portfolio Name**

**Financial delegate who will approve on BasWare**

**Advance Amount** **Cheque or EFT**

 ***EFT- Provide Bank Details and email address as an attachment***

**Charge Account CC** **Project** **.3251**

|  |
| --- |
| **Description details for advance** |

**Expected Advance end date eg, travel return date or last subject payment date:**

**Declaration**

**I certify that the advance is for University business and (where applicable) complies with Grant conditions, and I will fully acquit and pay back any unspent funds to the Flinders University Revenue office within 14 days of my return. I understand if the advance is not fully acquitted, recovery of the advance may be escalated through a debt collection agency.**

**I confirm that I have read and understood the Flinders University** [**Privacy Policy**](http://www.flinders.edu.au/ppmanual/governance/privacy-policy.cfm)**, and consent to the collection, processing, and disclosure of my personal information in accordance with that policy.**

**Name Signature**

**Supervisor’s Name Supervisor’s Signature**

**Further details on this requisition can be obtained from the Finance & Procurement Services website or by e-mailing** **accounts@flinders.edu.au**

 **Last Updated 26/10/18**