Request for Invoice

1. Complete form using **Income** account numbers only
2. Attach supporting docs and indicate if they are to be sent with invoice
3. **Email address of debtor must be included on all requests**
4. Email request to College Finance or Portfolio Finance for review **Please check with the Revenue Team to confirm invoice has been paid. Income on G/L does not mean invoice payment.**

Name of Requestor: _____ Date: _____

College/Portfolio: _____ Work ph: _____

Email: _____

PLEASE INVOICE

Debtor's Name: _____ Debtor No. (if known): _____

Address: _____

ABN: _____

Email Address of Debtor: _____ Purchase Order No.: _____

Contact Name: _____ Phone: _____

INVOICE DETAILS:

NOTE: INSERT TAX CODE REQUIRED - click this link for more information
PLEASE ENTER AMOUNT AS EITHER EXCLUSIVE OR INCLUSIVE OF GST

TAX CODE:	C = GST	E = EXPORT	F = GST FREE	NA = NOT APPLICABLE

Description	Income Account Number *Please make sure project is active and using correct cost centre (Entity/Cost Centre/Project/Account)	Tax code	Amount **EXCLUSIVE OF GST**	Amount **INCLUSIVE OF GST**
	_ _ / _ _ _ _ / _ _ _ _ _ _ / 0 _ _ _			
	_ _ / _ _ _ _ / _ _ _ _ _ _ / 0 _ _ _			
	_ _ / _ _ _ _ / _ _ _ _ _ _ / 0 _ _ _			
GRAND TOTAL (TO APPEAR ON INVOICE)			$	

NOT CODED GST – Please provide reason:

Additional information to appear on Invoice (if applicable):

I certify that the University is entitled to raise an invoice in accordance with the above.

Name: _____

Signature: _____ Date: _____

Please highlight that which applies	**Revenue Team Use Only**
* Please email this invoice	
* Please email me a copy	Invoice No:
* Please return invoice to requestor for posting via email	
* Send / do not send attachments	Invoice Date:

Updated: 16/09/2019