



The Treasury

POSTED
Section 22

PETTY CASH FORM

Send completed form and related original documents to FAST via internal mail.
Scanned documents are not accepted as originals are required to process claim.
Section 22

Reference No/

| | | | | |
|--|-------------|-------------------------|---------------------|-----------------------|
| OFFICER TO COMPLETE (PLEASE TICK BOX) | | | | |
| REIMBURSEMENT <input checked="" type="checkbox"/> ADVANCE <input type="checkbox"/> (PAYMENT WILL BE MADE TO YOUR NOMINATED SALARY ACCOUNT) | | | | |
| NAME (BLOCK LETTERS) | | GROUP / DIVISION / UNIT | | EXTENSION |
| Section 22 | | EXECUTIVE | | Section 22 |
| REIMBURSEMENT/ADVANCE IS REQUESTED IN RESPECT OF THE FOLLOWING EXPENDITURE: Note: Please attach receipts / tax invoices | | | | |
| Details of Expenditure (attach additional list if required) | | | | \$ (GST inclusive) |
| Details | Cost Centre | G/L Account | Internal Order | |
| Treasurer's All Staff Address - | Section 22 | | | |
| 26/9/13 coffee purchased for | | | | |
| ministers - x 4 | | | | |
| | | | RECEIVED | |
| | | | VIA FAST MAIL | |
| | | | Total Amount | \$15.90 |
| Signature of Claimant | | | Date: | |

| | | |
|--|----------------------------|----------------|
| APPROVER (FMA ACT SECTION 44 DELEGATE) TO COMPLETE * Delegations Schedule 2 | | |
| The above expenditure is properly charged to the following codes. Sufficient funds are available to cover the expenditure. | | |
| Approved by: | | |
| Section 22 | Section 22 | Section 22 |
| Signature | Enter name (BLOCK LETTERS) | Position Title |
| Date: 3/10/13 | | |

ADVANCES

| | | |
|--|---------------------|-------------|
| SEND RECEIPTS/TAX INVOICE TO FAST FOR ACQUITTAL (within 3 working days) | | |
| Receipts/Tax Invoices provided: \$ | + Cash returned: \$ | = Total: \$ |
| Official's Name (BLOCK LETTERS) | Signature | Date |

Coffers Cafe

TREASURY BUILDING

ABN 35 493 425 512

TAX INVOICE

PRICES INCLUDE GST

26/09/2013 000000041554

9.50 04 11188 01

| | |
|----------|-------|
| BEVRG | 4.10 |
| BEVRG | 4.10 |
| BEVRG | 4.10 |
| GST FRIE | 0.60 |
| MISC | 3.00 |
| SUBTOTAL | 15.90 |
| TAXABLE | 15.30 |
| GST | 1.39 |
| NET 1 | 13.91 |

ITEMS 50

***TOTAL

\$ 15.90

CASH \$ 20.00

CHANGE \$ 4.10