

Section 22

Section 22

From: Section 22
Sent: Wednesday, 3 June 2015 12:56 PM
To: Ministers Office Invoices
Subject: FW: Catering Invoice [SEC=UNCLASSIFIED]
Attachments: Payment-PHC.pdf; The Hon. Joseph Hockey MP, Office 21737.pdf; Request for Hospitality - Budget night function [SEC=UNCLASSIFIED]; Request for Hospitality.pdf

Hi team

Please find attached an invoice for payment for the Treasurer's 2015 Budget night function.

Approval has been provided previously (see attached).

Please let me know if you require any other details to proceed.

Many thanks as always

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Office of the Treasurer, The Hon. Joe Hockey MP
 Parliament House, Canberra ACT 2600
 02 6277 Section 22

Take a look into Australia's Future: <http://www.challengeofchange.gov.au/>

Section 22

From: Section 22 **On Behalf Of** Act Accounts
Sent: Tuesday, 2 June 2015 9:07 AM
To: Section 22
Subject: Catering Invoice

Good Morning,

Please find attached invoice for your catering at Parliament House Catering.

Please note payment is due 30 days from the date of this invoice. Payment can be processed via Electronic Funds Transfer or Cheque. Alternatively, we will accept credit card details supplied to us in writing, please note we do charge a 1.5% merchant services fee for payments made via MasterCard or Visa; 3.00% merchant services fee for payments made via American Express or Diners. The details of the payment options are attached in this email for your kind reference.

Kind Regards,

Section 22

| Accounts Receivable Clerk - IHG Canberra

*Crowne Plaza Canberra,
 National Convention Centre*

**PARLIAMENT HOUSE CATERING BY
InterContinental Hotels Group**

Department of the Treasury
1 Langton Cres
Parkes ACT 2600
Australia

Room No. : 8011
Arrival : 02/06/15
Departure : 02/06/15
Page No. : 1 of 1
Cashier : LITTLEK / 67
ABN : 81 039 161 264
HANZ (CANBERRA) PTY LTD

TAX INVOICE 21737

Company Name :
A/R Number : PH001TREASU Membership :

Date	Description	Reference	Debit AUD	Credit AUD
Account for: Hockey MP, Office of, Joseph				
12/05/15	House Services Dinner Food POS	Room# 8000 : CHECK# 0077436 Parliamen	4,125.00	
12/05/15	House Services Dinner Bev POS	Room# 8000 : CHECK# 0077436 Parliamen	4,800.00	
12/05/15	House Services Delivery Fee POS	Room# 8000 : CHECK# 0077436 Parliamen	500.00	
			Total	9,425.00
			Total includes GST of	856.82
			Balance	9,425.00

* Indicates non-taxable supply

Signature: _____

**PARLIAMENT HOUSE CATERING BY
InterContinental Hotels Group**

For **Credit Card** payment, please complete the section below and kindly forward the form via email to act.accounts@ihg.com or via fax to **02-6257 3182**

Invoice Number(s):

Credit Card Type Mastercard American Express Visa Diners Club

Credit Card Details: X X X X
(last 4 digits will be taken over the phone or via email)

Card Expiry Date: /

I hereby authorise Parliament House Catering by IHG Canberra to debit my credit card for the above amount.

Card Holder's Signature: _____

Card Holder's Name:

Card Holder's Contact Number:

Card Holder's Email

Please note credit card payments incur a Merchant Service Fee of 1.5%, which will be added to the total amount payable.

For Cheque payment, please ensure cheque is made payable to the **Parliament House Catering by IHG Canberra** and posted to the following address:

*Accounts Receivable,
Parliament House Catering by IHG Canberra
PO BOX 1013
Civic Square, ACT 2608*

Payment via Electronic Funds Transfer (EFT) can be made to the following account:

Account Name: Parliament House Catering by IHG Canberra
Bank Name: ANZ
BSB Number: 012-405
Account Number: 8358-33772
(International) Swift Code: ANZBAU3M

Please provide remittance advice via email to act.accounts@ihg.com once payment is made.