

Nova Topstage Pty Ltd. Trading as:



ABN: 86 081 481 281
 Unit 1 of 41-45 Tennant Street Fyshwick ACT 2609
 Tel: (02) 6239 2722
 Fax: (02) 6239 2723

Tax Invoice

Invoice Date: 22-Oct-2013 Page 2 of 2

Section 22
Quote Number:
 Section 22
Invoice Number:
 Section 22
Customer Code:
 Section 22
Bill To: Attn:

Section 22
Salesperson:

Department of Treasury
 Langton Cres
 Parkes 2600

Delivery To:
 Treasury Building
 Outside Courtyard
 Langton Cres
 Parkes ACT 2600

Section 22
Phone: 6263
Fax:
Mobile:
 Section 22
Purchase

AH Phone:
Delivery: Thu 26-Sep-2013
Collect: Thu 26-Sep-2013

Comments:

Qty	Description	Unit Price	Total Price
		Sub Total:	\$1,190.00
		Delivery:	\$30.00
		Pickup:	\$30.00
		INVOICE TOTAL:	\$1,250.00
		BALANCE OWING:	\$1,250.00
		GST Component:	\$113.64

Payment Terms: C.O.D. (No credit established:
 Prepayment required)
Payment Method:

Goods & Services Received
"Correct for Payment"

Date: 30.10.2013
 Section 22

Name:
 Signature:
 Purchase Order No:

Nova Productions 22-Oct-2013

Bank Deposit Details

Nova Productions Section 22

Please use Invoice number above as reference and send a remittance copy to info@novamultimedia.com.au

17.11.13

PIF

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RECEIVED
23 OCT 2013

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Purchase

Comments:

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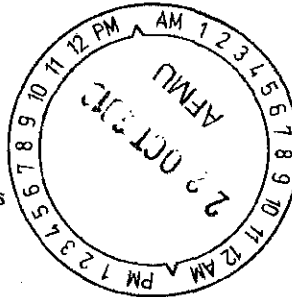
Delivery: Thu 26-Sep-2013

Collect: Thu 26-Sep-2013

POSTED

Section 22

Qty	Description	Unit Price	Total Price
PA			
6	RCF - ART 312 Powered Speaker	\$66.00	\$396.00
6	K&M Speaker Stand <30kg	\$6.00	\$36.00
Consoles			
1	Mackie 4ch Mixing Console	\$50.00	\$50.00
Mics/Playback			
1	Shure SLX Radio Microphone B58	\$130.00	\$130.00
Lecterns			
1	Executive Lectern Black with Microphones	\$160.00	\$160.00
Stage			
1	Sico 1800 series Stage 1.8m x 2.4m	\$110.00	\$110.00
1	400mm Stage Step	\$44.00	\$44.00
Drapes			
1	Sico Stage Skirt - per section	\$0.00	\$0.00
Setup Labour			
2	Technician Setup and Packdown (2 hr)	\$66.00	\$264.00



Goods & Services Received
 "Correct for Payment"
 Date: 30.10.2013
 Name:
 Signature:
 Purchase Order No:

Nova Productions 22-Oct-2013

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TREASURY - PURCHASE INITIATION FORM

Treasury has centralised purchasing arrangements for a range of services some of which have specific approval forms. Advice should be obtained from the responsible areas to progress purchases of:

- Subscriptions and books;
- Printing;
- IT equipment, software and telephone services; and
- Press advertising of job opportunities.

Approval of external training nominations is to be managed using the form specific for that purpose.

Approval of international payments is to be managed using the form specific for that purpose.

Approval of Official Hospitality is to be managed using the form specific for that purpose and must be approved by an Executive Director or Group General Manager, Corporate Services Group.

Venue Hire Agreements should be referred to the Procurement and Contracts Team (PaCT) for review prior to being approved by a delegate.

Approval of Grants is to be managed using the form specific for that purpose.

In all other circumstances, this Purchase Initiation Form should be completed for:

- (a) purchases valued at less than \$10,000, or
- (b) when advised by the PaCT that a formal written contract or agreement is not required.
 - Oral quotes may be obtained for purchases less than \$2,000 (incl GST).
 - A minimum of 3 written quotes should be obtained for purchases valued between \$2,000 and \$9,999 (incl GST) unless sole supplier or contractual arrangements exist.
 - The choice of vendor should be based on Value for Money principles and must be **approved and documented in advance by a delegate under Section 44 of the FMA Act** as indicated in Schedule 2 of Chief Executive's Instructions 1.2.

PaCT should be contacted for advice relating to:

- (a) Procurement involving consultancies, contracts and agreements, tasking statements and official work orders, regardless of the value; and
- (b) Purchases valued at greater than \$10,000

Once completed and signed by the delegate, this form should be forwarded to the Financial Administration and Support Team (FAST) in the Financial and Facilities Management Division for action.

Financial and Facilities Management Division use only:

Date received in FFMU:		Date entered into SAP:	
Vendor Number:	Purchase Order Number:	Purchase Order Released:	Purchase sent to Supplier: (if required)
Credit Card Payment:	Date Paid:	Card Holder:	SAP Document Number:
Purchase Order number or confirmation of credit card payment sent to requesting officer:			

Purchase Order

Standing Order

Credit Card Transaction *(please tick)*

Group: FFMD	Division:	Responsible Officer's Name: Section 22	Extension Number: Section 22			
Vendor: NOVA MULTI MEDIA.		Vendor Address:				
Venue Hire Agreement: Yes / No If venue hire agreement with terms and conditions from the vendor, approver should be satisfied that the Treasury is only exposed to events which are considered to be remote with a probable expenditure which is not material. Contact PaCT or FFCT in FFMD if advice is required.						
Description of good/services required: 2ND Setup for FRODOLOWS SPEECH.		Delivery date: 22.10.2013	Asset Purchase: Yes/No <input checked="" type="checkbox"/>			
Purchase Order to be sent to Vendor: Yes/No <input checked="" type="checkbox"/> If 'Yes' please provide: Telephone Number: Fax Number: Email: Vendor Contact						
Quotations: (Attach quotation details for purchases between \$2,000 and \$9,999 incl GST) Three (3) quotations obtained: Yes / No. If 'No' please provide reason:						
Costing Information:	Company Code: (Procurement & Contracts Team to complete)		Fund: (Procurement & Contracts Team to complete)			
Item Description: (incl delivery charges)	Unit Quantity:	Unit Cost:	Total Amount (GST inclusive)	GL Code: (if known)	Cost Centre:	Internal Order Number (if applicable)
AS ABOVE	1	1	\$1,250		Section 22	
Approval: The Spending proposal satisfies the requirements of FMA Regulations 8 and 9. Specifically: • It is in accordance with the policies of the Commonwealth, and • will make efficient, effective, ethical and economical use of public money.				FMA Regulation 10 approval - not required / attached <i>(MUST circle one please)</i> If arrangement contains contingent liability (FMA Reg 10A) – I am satisfied that the risk of the event occurring is remote (probability less than 5%) and most probable expenditure is not material (less than \$5m). Refer to "FMA Regulation 10 – An Overview" for further information.		
Signature: <i>(Delegate under FMA Act Section 44)</i> Section 22				Approval under FMA Reg 10A: Yes / No <i>(MUST circle one please)</i> Section 22		Date: 30.10.2013

Section 22

Section 22

From:
Sent: Monday, 23 September 2013 3:05 PM
To: Section 22
Cc:
Subject: FW: Treasury Building -- Set up of Sound System [SEC=UNCLASSIFIED]

Section 22

- as discussed, would you please set up the sound system on Thursday, 26 September commencing at 8:30am.

Regards

Section 22

Section 22

From:
Sent: Friday, 20 September 2013 9:49 AM
To: Section 22
Cc: Section 22
Subject: Treasury Building -- Set up of Sound System [SEC=UNCLASSIFIED]

Section 22

as discussed, would you please set up the sound system (per your quote) at the Treasury Building on Tuesday, 24 Sept commencing at 8:30am.

On arrival please call me or Section 22 for further direction regarding set up.

Please call me if you require further clarification.

Regards

Section 22

Section 22

Facilities Team

FFMD

The Treasury, Langton Crescent, Parkes ACT 2600

phone: (02) 6263 Section 22

mobile: Section 22

fax: (02) 6263 Section 22

email Section 22 dtreasury.gov.au