

**PARLIAMENT HOUSE CATERING BY  
InterContinental Hotels Group**

For Credit Card payment, please complete the section below and forward the form via email to [roomservice@aph.gov.au](mailto:roomservice@aph.gov.au) or via fax to **02-6247 5637**

Name of function

**Treasurer's Budget Night Function**

Date of function

**13 May 2014**

Credit Card Type

Mastercard  American Express  Visa  Diners Club

Section 22

Credit Card Details:

*(last 4 digits will be taken over the phone or via email)*  
Section 22

Card Expiry Date:

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

Section 22

Card Holder's Signature:

Section 22

Card Holder's Name:

Section 22

Card Holder's Contact

**(02) 6263**

Number:

Section 22

Card Holder's Email

**treasury.gov.au**

*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**

The funds must have cleared 72 hours prior to the due date of the function. Please provide remittance advice via email to [act.accounts@ihg.com](mailto:act.accounts@ihg.com) once payment is made.

19049471

FAST Use Only				
Vendor Number:	Credit Card		Group:	
Tax Invoice Number:	7882		Division:	
1. Is this classed as Entertainment under the current FBT Legislation				
<input type="checkbox"/>	YES, got to 2.			
<input type="checkbox"/>	No, full GST can be claimed. GL code to be used: <input type="text" value="42601"/>			
2. Is this Entertainment Exempt from FBT? (eg. If it can be classified as a Minor Benefit or Property Benefit Exemptions				
<input type="checkbox"/>	YES, not entitled to GST, GL code to be used is: <input type="text" value="42601"/>			
<input type="checkbox"/>	No, got to 3.			
3. Total Cost (GST inclusive) <input type="text" value="\$ 9,718.62"/> <input type="text" value="71.99cP"/>				
No. of External Attendees <input type="text" value="64"/>		No. of Treasury Attendees <input type="text" value="71"/>		
GL 42600	P1 \$ <input type="text" value="5,111.21"/>	GST Claimed		\$ <input type="text" value="464.66"/>
GL 42600	P2 \$ <input type="text" value="-"/>	* No GST		
GL 42601	P2 \$ <input type="text" value="4,607.35"/>	* Not entitled to GST		
GL 42600 (tips)	P5 \$ <input type="text" value="-"/>	* No GST		
Other	\$ <input type="text" value="-"/>	* Please Specify:		
Total Invoice	\$ <input type="text" value="9,718.62"/>			
I confirm that the attached invoice and documentation has been assessed for FBT and GST and is ready for processing.				
Section 22				
Name <input type="text"/>	Signature <input type="text"/>		Date <input type="text" value="20.5.14"/>	

# **PARLIAMENT HOUSE CATERING BY InterContinental Hotels Group**

## House Services

Parliament House Catering by IHG  
[houseservices@poh.gov.au](mailto:houseservices@poh.gov.au)  
T: 02 6277 3833  
F: 02 6277 5837

<b>Date Required:</b>	Tuesday, 13 May 2014
<b>Name of Function:</b>	Treasurer's Budget Night Function
<b>Time Required:</b>	2030
<b>Number of Persons:</b>	150
<b>Room Location:</b>	Cabinet Suite
<b>Catering Location:</b>	ANTE

**Method of Payment:** **(Please Indicate)** **ACCOUNT #:** **CASH / CREDIT CARD / CHEQUE**

**Please Note: Each delivery will incur a delivery fee**

## Section 22

### Client Contact Details

Name: \_\_\_\_\_ Section 22

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F: Section 22

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e: [treasury.gov.au](mailto:treasury.gov.au)

## CATERING CONFIRMATION

Client Signature:

100

## Section 22

JHG Contact Name:



**Please note final numbers to be confirmed 24 hours prior to event start. A 100% cancellation fee will be applied as of 12 hours prior to the event.**