



19049471

TREASURY – CREDIT CARD RECEIPTS

This form should be completed for payments made on credit cards by group credit card holders. All receipts and relevant paperwork should be provided to the Financial Administration and Support Team (FAST) in Financial and Facilities Management Division, as soon as received from the supplier.

Credit card transactions will be uploaded into the Financial Management Information System against individual credit cards. The information contained in this form and the supporting invoices will be used by FAST to ensure that credit card payments are made by the due date.

Where credit card receipts and supporting documents have not been provided to FAST in a timely manner, any overdue payment fees will be charged to the card holder's cost centre and use of the card may also be reviewed.

The completed form, with supporting documentation should be provided to the Financial Administration and Support Team (FAST) in Financial and Facilities Management Division within 5 working days of the transaction being made.

8300626

Credit Card Holders Name: <small>Section 22</small>		Extension Number: <small>Section 22</small>	
Group: <u>CSSA</u>		Division: <u>FFMD</u>	
Description of good/services required: <u>* Treasurer's Budget Night Reception - 13.5.14</u>			
Vendor Name: <u>8507986</u> <u>Parliament House Catering</u>		Date of Purchase: <u>14.5.14</u>	
Amount: (specify currency if not in AUD)	Cost Centre: <small>Section 22</small>	GL Code: (if known)	Internal Order Number: (if applicable)
<u>\$9,718.62</u>		<u>42600 - \$5,111.27</u> <u>PI</u>	
		<u>42601 - \$4,607.35</u> <u>P2</u>	

(cost split)

FAST Use Only

Supplier Number	Credit Card Vendor Number	Processed by	Due Date	SAP Document Number
-----------------	---------------------------	--------------	----------	---------------------

