



Reimbursement Form

All original invoices/receipts are to be attached to this reimbursement form.

Please submit completed reimbursement form to the P&F tray located in the front office.

Payments are processed on Fridays during the school term.

Queries can be directed to your P&F Committee via stthomaspdf6010@gmail.com

Name:	
Phone Number:	
Email Address:	
Bank account Details	
BSB:	Account number:

ITEM DETAILS

Date of receipt	Details (including event name)	GL	Amount (including GST)	GST Code (Office use only)
		7801		
		7801		
		7801		
		7801		
		7801		
		TOTAL		

REQUESTER

Signature:	Date:
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AUTHORISATION FOR PAYMENT

P&F Committee Signature:	Date:
Principal's Signature:	Date:

FINANCE OFFICER USE ONLY

AoS Batch Number:	Date Paid:
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