



# Accounts Payable Form

The Gilbert & Sullivan Society of Victoria Inc.  
 ABN 82 367 025 584

**Note:**

**Payment will only be made when:**

- Requests less than \$50 are accompanied by receipts (covering the full amount requested)
  - Requests **greater than \$50** are accompanied by **Tax Invoice(s)**, including an ABN
  - Payments connected with shows are authorised by the Production Manager
  - Reconciliation should be attached if there are multiple receipts per item listed
- If you require pre-payment please speak to the Treasurer (9544 8792 AH) or Assistant Treasurer (97398081)

<b>Payee Name:</b>	
<b>Address (if required):</b>	

**DETAILS**

- Use 1 line per item – eg: Timber, Advertisement, Stamps, Stationery, Food, etc
- Receipts may contain a mixture of items including GST or not – clearly mark whether GST applies.
- If all details are clear on the invoice “Refer attached” is acceptable

Description	Purpose <i>(set, suppers, etc)</i>	Activity <i>(show/concert/etc)</i>	GST Y/N	Total inc any GST	GST Code
<b>Payment Total</b>					

Requested By Name:	Date:		
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none; padding: 5px;">Authorised By Name:</td> <td style="width: 30%; border: none; padding: 5px;">Signature:</td> </tr> </table>	Authorised By Name:	Signature:	Date:
Authorised By Name:	Signature:		

*Office Use Only*

Cheque Reference:	Date Sent:	Date Processed: