

# Burley Griffin Canoe Club

## Requisition for Reimbursement

201\_\_ /201\_\_

Treasure's Use Only	
Payment Number:	_____
Date:	_____
Signatories:	_____
P & L Account:	_____
Date Approved:	_____

Requisitioned by: \_\_\_\_\_ Date: \_\_\_\_\_

Payable to: \_\_\_\_\_ Event: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ BSB: \_\_\_\_\_

Where an Account Number and BSB are not provided, a cheque will be drawn and sent. This may mean up to four weeks' delay in reimbursement

Address for Cheque: \_\_\_\_\_

Amount: \_\_\_\_\_ (GST inclusive/exclusive)  
(Circle appropriate)

Tax Receipt Req'd: Y/N  
(Circle appropriate)

Reason for Reimbursement:

\_\_\_\_\_

\_\_\_\_\_

Please Paste Receipts below, or staple invoices to the back of this form.

\_\_\_\_\_



The ACT Government assists this organization through Sport & Recreation ACT

