

Burley Griffin Canoe Club

Requisition for Reimbursement

202__ /202__

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 scan receipts and send them to: accounts@bgcc.org.au
or Paste Receipts below, or staple invoices to the back of this form.



The ACT Government assists this organization through Sport & Recreation ACT

