



BEAUMARIS YACHT CLUB INC.

THE FORESHORE RICKETTS POINT

www.beaumarisyc.com

ABN: 36 914 359 582 Reg: A000 3108W

PO Box 16 Black Rock Vic 3193

Ph: 03 9589 6222

Commodore: Ian McHugh

Version 20/7/08



APPROVAL OF EXPENDITURE and REQUEST FOR PAYMENT

Please complete all sections, attach all documentation and then e-mail, post or hand it all to the club Treasurer –

1. NATURE AND AMOUNT OF EXPENSE

What was purchased?	What was it for?	What did it cost?
	Identify GST if it hasn't been included	
	Total amount due	

2. DOCUMENTATION

What documentation is available? Is it a 'TAX INVOICE'?

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(Please attach all invoices, cash register slips, etc.)

3. PAYEE DETAILS

To whom should the payment be made? Name In Full	Postal address (unless shown on invoice) Committee members will be reimbursed
First Name	-----
Surname	-----
<u>BANKING details of claimant (required)</u>	BSB No: -----
<i>The club prefers to reimburse authorized expenditures by electronic transfer of funds into the Committee members (or members) nominated account</i>	Account Number: ----- -

(Please attach all invoices, cash register slips, etc.)

4. REQUEST and DECLARATION

The goods and/or services listed above have been received, The amounts invoiced are correct, The Expense has been properly incurred on behalf of the Club, & Payment should be made by the Club	<u>Office use only</u>	<u>Comment</u>
	Tax invoice?	
Signed	Bill entered	
	Payment entered	
Date	Payment approved	
	Cheque number	
	EFT transaction number	
	Remittance advice	