



SCA Ltd ~ Shire of Adora

Request to Make Online Payment(s)



For reimbursements, please submit one form for each person to be reimbursed with the total amount required, including all valid and legible receipts as evidence of expenditure.

For all other types of payments, please include any supporting document(s) that detail the funds required (e.g., email, invoice, hire contract, etc) if available. Note that SCA policy requires a valid and legible receipt to be provided after the payment has occurred.

Event Name (or N/A):		
Please Pay To:		
Total Amount:	\$	
Being For*:		
<p><i>*For reimbursements, please include the vendor's name as written and the amount of <u>each receipt</u>.</i></p> <p><i>For other payments, please include any payment references, and the date each payment is required</i></p>		
Payee Account Details:	BSB:	
	Bank/Branch:	
	Account No:	
	Account Name:	

Details of Person Making Request:

SCA Name:	
Legal Name:	
Email:	
Phone Number:	
Date Submitted:	

OFFICERS' USE ONLY:

Request Result:	Approved / Not approved	Date:	
Decision Made Via:	Council meeting / Email / Officers' Chat / In-person at event / etc.		
Comments:			

Westpac Payment Submitted by:			
Position:			
Member Number:		Date:	

Westpac Payment Approved by:			
Member Number:		Date:	