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 if not related to an event] |
| **Please Pay To:** | [payee name/company, or person to reimburse] |
| **Total Amount:** | $ |
| **Being For\*:** | [details of the expenditure being reimbursed, or the payment being requested] |

*\*For reimbursements, please include the vendor’s name as written and the amount of each receipt.*

*For other payments, please include any payment references, and the date each payment is required.*

|  |  |  |
| --- | --- | --- |
| **Payee Account Details:** | ***BSB:*** |  |
| ***Bank/Branch:*** |  |
| ***Account No:*** |  |
| ***Account Name:*** |  |

**Details of Person Making Request:**

|  |  |
| --- | --- |
| **SCA Name:** |  |
| **Legal Name:** |  |
| **Email:** |  |
| **Phone Number:** |  |
| **Date Submitted:** |  |

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**OFFICERS’ USE ONLY:**

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| --- | --- | --- | --- |
| **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:** |  |