



Junction Park State School Parents & Citizen's Association



Request for payment of an account

1. Person requesting Treasurer to make payment

Name (please print):

Contact number:

2. Give details of reason for expenditure (eg. Fete, uniform shop, tuck shop, stationary etc)

3. Make payment to Account name:

BSB:

Account Number:

4. Total payment amount:

5. I request the above account be paid by the P&C Treasurer. Details of the account have been checked by me, and all goods and services have been delivered or completed to my satisfaction.

Signed:

Date:

6. Please attach invoice/ statement/ receipt or cash sale docket

Treasurers Use Only

Direct Deposit

YES

Date Paid:

NO

Payee:

Amount:

Direct Deposit raised by:

Direct Deposit Authorised by:

Treasurer

President

Other

Details entered in cash book by: