



Finance &amp; Business Services, Building 10C

[accounts.payable@anu.edu.au](mailto:accounts.payable@anu.edu.au)

Enquires: (02) 6125 8779

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## Accounts Payable Voucher Request (For Payment)

### PART A

Vendor/Student/Employee ID	<input type="text"/>	If new vendor please complete and attach <a href="#">Vendor Create Form</a>	
Vendor Name	<input type="text"/>	Business Unit	<input type="text"/>
Vendor ABN (1)	<input type="text"/>	Date of Claim	<input type="text"/>
Description	<input type="text"/>		

*NOTE: Descriptions are important! Refer [F&BS News 2005/38](#) for further information*

Amount (GST excl)	<input type="text"/>	Full GL Charge Code	<input type="text"/>
GST Amount (2)	<input type="text"/>		
Gross Amount	<input type="text"/>		

Payment to be made by Cheque \$AUD  YES  NO

Payment to be made by overseas Draft  YES  NO If YES Please specify currency

#### (1) ABN CHECKS

If no ABN is quoted, the payment should be forwarded to Finance and Business Services for centralized processing and withholding of 46.5% tax. The only exception to this rule is if the payment is excluded from the withholding rule OR a Statement by Supplier is provided.

#### (2) GST CHECKS

A tax invoice should be held for input tax (GST) credits to be claimed back.

GST should be 1/11<sup>th</sup> of the payment amount. if not, state reason:

- Part of payment relates to GST-free supplies
- Other (please specify)

GST cannot be claimed back for:

- Expenses coded to 5603 - Entertainment - NON FBT
- Reimbursements to people who are not ANU employees or agents of the ANU (eg. Students)

### PART B

Contact Name	<input type="text"/>	Phone	<input type="text"/>
Business Unit	<input type="text"/>		
Authorisation (Delegated Officer)	<input type="text"/>		
Name (Block Letters)	<input type="text"/>	Uni ID	<input type="text"/>

**PART C**

**Claim for Payment Checklist**  
(for ANU Business Office)

- Reimbursement with receipts.
- Reimbursement without receipts but written statement of expenses (ie statutory declaration or similar)
- Payment on original copy of invoice (tax invoice if applicable)
- Payment on copy of invoice (tax invoice if applicable) with explanation as to why payment is on a copy and not a duplicate payment
- Payment on email from payee with full payment details

**Last Resort Option**

- Payment on internal memo, with payee details, authorized by delegate/agent with the appropriate expenditure delegation.

Signature  Date

Title  Name (Block Letter)  Uni ID

Note: If payment option is to be direct into a Bank Account, the Bank Account should be supported by an email or memo from the payee, providing the information in PART A above.