




AUTHORITY TO PAY INVOICE FORM

Do not complete this form if the account has already been paid. Invoices paid on a Society credit card need to be attached to the credit card statement. (Not sent in separately). Where goods and services are paid by a member using their personal funds any receipts need to be attached to a reimbursement form.

Each invoice needs a separate Authority to Pay Invoice form.

Conference: (Please print suburb/town)		Conference code:
For Electronic Payments: <i>(Please print)</i>		 BPay Payments: <i>(Please print)</i> Biller Code: _____ Customer Reference Number (CRN): _____
Supplier Name: _____		
Invoice Reference Number: _____		
BSB: _____ Account No: _____		
Account Name: _____		
Client Contact Details (when applicable):		
Name: _____		
Address: _____		
Phone: _____		
Please complete the correct section based on the invoice cost.		
For amounts under \$1500 Authorised by: Member 1 and Member 2		Signature 1: Name 1 (Please print): Signature 2: Name 2 (Please print):
For amounts under \$2500 (Please tick) Authorised by: Vice President OR Secretary		Signature: Name (Please print):
For amounts less than or equal to \$6000 (Please tick) Authorised by: President OR Treasurer		Signature: Name (Please print):
For amounts \$6001 to \$12,000 (Please tick) Recommended for payment by: President OR Treasurer Authorised by: Regional President		Signature: Name (Please print): Signature: Name (Please print):
*Amounts \$12,001 to \$15,000, please direct to VP Conferences or Manager of Conference Support.		Signature: Name (Please print):

Client Expense	Code	Client Assistance	Tick	Total Amount
Accommodation/ Rent	46010	Accommodation, rent, overnight emergency accommodation		
Blankets and bedding	46030	Sheets, pillows, bed linen, doonas, duvets, blankets and sleeping bags (excludes bed frames and mattresses)		
Curtains	46031	Purchases for the provision of window coverings, including curtains, blinds and awnings.		
Bursary Funds	46070	Bursary is a grant, especially one awarded to someone to enable them to study at university or college		
Clothing	46090	To purchase clothing (Not Vinnies cards)		
Financial Counselling	46110	Payments to a Financial Counsellor		
Furniture	46211	Purchase of essential furniture only, such as chairs, tables, beds, bed frames and mattresses cupboards, etc.		
Freight & Couriers	46212	Freight and courier charges in relation to the delivery of assistance provided such as furniture and white goods		
Whitegoods and Electrical	46230	Purchases of large electrical goods used domestically such as refrigerators, washing machines and clothes dryers. Includes small electrical appliances used domestically such as microwaves, kettles, toasters etc.		
Food Parcels	46180	Groceries purchased directly by Vinnies and intended to be given to Companions, whether bought directly for an individual or bulk stocks for a pantry or hamper		
Food vouchers	49190	Groceries purchased directly by Companions using a supermarket gift-card or voucher. Use this account at the time of buying gift cards in advance (such as Woolies) or when paying the store account (such as IGA).		
Meals	46191	Direct purchases related to food, cooking utensils and packaging that go into the preparation of whole meals given to Companions. Includes the direct purchase of 'meal' vouchers (such as Subway). Excludes meals where the purpose is fundraising or catering for a Society 'internal' purpose		
Fuel Vouchers	46200	Fuel, either purchased directly by Vinnies or purchased by Companions or Service Users using a gift-card or voucher		
Utilities - Gas	46290	Gas accounts		
Utilities - Electricity	46291	Electricity accounts		

Client Expense	Code	Client Assistance	Tick	Total Amount
Utilities – Water/ Sewerage	46292	Water or sewerage accounts		
Phone/Internet	46293			
Bills other	46294	Household bills such as insurance, rates, body corporate fees		
Relocation	46310	Removalists, ground, sea or air transport to relocate a Companion from one domestic residence to another and temporary storage costs		
Trades and Labour	46315	The payment to a skilled tradesperson for delivery of services such as plumbers, electricians, gardeners, cleaners, carpenters, painters etc. Includes rubbish removal fees		
Transport	46330	Buses, taxis, trains, trams, ferries, hire cars, airfares and transfers. Also includes costs of keeping vehicles registered and roadworthy. Excludes fuel (see Account 46200) and relocation expenses (see Account 46310)		
Training	46452	Organised activities aimed at imparting information and/or instructions to improve the recipient's performance or to help him or her attain a required level of knowledge or skill		
Health and Medical	46220	Scripts, medical bills, pathology, chemist, dentists, optical		
Education	46150	Primary, Secondary and Tertiary schooling costs such as school fees, uniforms, text books, school shoes, school bags, books and stationary. Includes costs of excursions/camps not run by Vinnies.		
Funerals	46210	Assist with funeral costs		
Newspapers	50350	E.g. newspapers for visits to nursing homes		
Other	46270	Please indicate type of expense.		
			Total	

Forward by email to finance@vinnies-cg.org.au

OR by mail to: **Finance Team, P.O. Box 9091, Deakin ACT 2600**