

# CLUB PURCHASE ORDER/PAYMENT REQUEST FORM

## 2009

**CONTACT: (Only Club President, Treasurer or Secretary are permitted to complete form)**

Name:(capitals)	Phone:
Club:	Email:
Does any member of the club have a connection with the payee?  YES/NO (please circle)	Fax:

The Club will use the following funds to purchase the goods/services (please tick):

- 1. MUS Club Subsidy
- 2. MUS Donations attributed to the Club
- 3. Club Cash at Bank
- 4. Other (please specify):.....

Club Guarantee: On behalf of the above mentioned Club, I understand that if the goods and/or services purchased by MU Sport on our behalf are done so under Purchase/Payment Plan 3 or 4 then the club must make good its payment to MUS upon receipt of a Tax Invoice within 30 days as per University of Melbourne policy.

Signed:.....

Date: / /

**Payee / Supplier Details**

Payee/supplier:	Phone:
Attention:	Fax:
Address & postcode:	Email:
ABN No:	

**Details of Purchase**

Item	Quantity	Unit Price including GST	Total

- Is this replacement equipment? YES / NO
- Has old equipment been returned to Sports Centre YES / NO
- Has it been sold or traded in or written off? YES / NO If YES, please complete Asset Disposal Form
- If sold has the revenue been returned to Sports Centre YES / NO If NO, please see the Finance Officer
- Is this an insurance claim? YES / NO If YES please submit an INSURANCE claim form

NOTE: If the supplier does not accept payment by credit card or has not been paid before by the University, a *Request for New Supplier* form must be completed by the supplier and returned to the Finance Officer. Payment cannot be processed without this documentation. This form is located at

<http://www.themis.unimelb.edu.au/forms/NewSupplierLocal.pdf>

- For purchases over \$5,000 a supplier from the University's preferred supplier list should be used, otherwise 3 written quotations should be obtained. Please contact Elizabeth Tregoning on 83447811 should you require further clarification.