



HOLY SPIRIT SCHOOL, NEW FARM - P&F ASSOCIATION

PAYMENT REQUISITION

Payee: _____

Payee email address: _____

Mobile number: _____

Reason for payment: _____

Bank BSB: _____ Acc number: _____

Bank Account Name: _____

Receipt 1 amount owing: \$ _____ Supplier: _____

Receipt 2 amount owing: \$ _____ Supplier: _____

Receipt 3 amount owing: \$ _____ Supplier: _____

Receipt 4 amount owing: \$ _____ Supplier: _____

Receipt 5 amount owing: \$ _____ Supplier: _____

Receipts attached? _____

TOTAL MONIES OWED: \$ _____

AUTHORISED BY: (P&F Executive use only)

.....
Authorised signatory (1)

.....
Authorised signatory (2)

.....
Date

.....
Date

EFT Receipt number & payment date

Approved at the General Meeting on

OR to be ratified at the next General Meeting on