



REFUND Policy & Procedure

- Use this form if you require refund for club expenditure
- All must be deposited into your bank account
- PLEASE READ:
 - I understand refunds MUST be preapproved by a committee member and if I purchase goods without permission I may forfeit the right to be refunded.
 - I agree to provide tax invoice/ receipt of purchase for all refunds. If I **DO NOT** provide a tax invoices / receipt I am aware I may not be refunded for the purchase.
- **Purchase order and all receipts must be stapled to this sheet for payment to be processed**

Person to be refunded: _____ Expense Account: _____

Reason for refunded: _____

DATE	PURPOSE	DESCRIPTION	SECTION	GST	TOTAL
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
TOTAL OF ALL RECEIPTS				\$	\$

Bank account details

Bank: _____ Name of Account: _____

BSB: _____ Account Number: _____

Authorised By: _____ **Date:** _____