[Insert organisation name/logo]

# SUPPLIER PAYMENT APPROVAL FORM

*Refer to instructions on the next page prior to completing this form*

Supplier name:

Invoice date: Invoice reference number:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of expenditure / service provided** | **Account code** | **Expense code** | **Amount including GST** | GST |
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Paid on credit card: Yes / No Credit Card Name:

Prepared by: Date:

Delegated staff member approval:

Date:

Name:

Signature:

CEO/Manager approval

Date:

Name:

Signature:

**Instructions :**

* Supplier payment approval forms are to be supported by a tax invoice.
* Complete a separate form for each tax invoice you are authorising for payment.
* When purchasing goods or services, identify **[Insert organisation name]** as the purchaser and request a tax invoice to be issued in the name of [**insert business name and business address].**
* **Supplier name:** The full supplier or trading name as detailed on the supplier invoice - avoid using acronyms.
* **Invoice date:** The date on the supplier invoice - if the invoice is undated, use the date you are submitting the claim form.
* **Invoice reference number:** The invoice number or reference from the supplier invoice.
* **Description of expenditure / service provided:** Briefdescription of the goods / service provided.
* **Account code:** Refers to the specific budget the funds should be deducted from. This is also sometimes known as a cost centre or department code.
* **Expenditure code:** The appropriate expense type (e.g. meetings, travel, wages) code. This is also known as a general ledger code.
* **Amount including GST:** The total amount payable to the supplier - often denoted as “total amount due”, “total inclusive of GST”, “balance due”, “total amount payable (incl GST)” or “invoice value (incl GST)”.
* **GST:** Supplier’s who are registered for GST must provide a **Tax invoice** and should identify a specific amount of GST in the total amount payable to the supplier. However, some suppliers are not registered for GST. If the invoice does not indicate a specific amount of GST leave this field blank.
* If several charges are being detailed in the ‘description of service’ field, with separate amounts, account codes or job codes, the total GST from the supplier invoice may be detailed below the GST column.
* **Paid on credit card**: Indicate yes or no. If yes, identify which card was used.
* **Authorised staff member approval:** Staff approved to incur expenditure should authorise this document. Approving the document indicates the organisation has received the goods or services or has entered into an agreement for the future provision of goods or services.