

Finance Forms

Policy Code: FN1723

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Accounts Payable and Accounts Receivable

NOTE: When opening pdf forms please use Internet Explorer as your browser to ensure full functionality

Forms.

- [Bank Draft Requisition Request](#) (XLSX 49.1kb)
- [Cheque Request Form](#) (PDF 124.7kb)
- [EFT Request](#) (PDF 284.8kb)
- [Gratuities Register](#) (DOC 179.8kb)
- [International Wire Transfer](#) (PDF 289.3kb)
- [New Customer/Accounts Receivable Invoice/Credit Note Request](#) (PDF 492.4kb)
- [Request for Journal](#) (PDF 161.1kb)
- [Use of Gift Vouchers](#) (DOCX 224.3kb)

Asset, Attractive Items and Inventory Management

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Forms.

- [Asset Acquisition Form](#) (DOC 254.5kb)
- [Asset Disposal/Transfer Form](#) (DOC 255.0kb)
- [Portable & Attractive Items Register](#) (XLSX 69.5kb)
- [Register of Assets on Loan](#) (XLSX 38.5kb)

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Audits

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Forms.

- [Acquittal Audit Requirements](#) (DOCX 222.5kb)

Corporate Purchase Card

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Forms.

- [100 Point Check](#) (PDF 100.8kb)
- [Purchase Card Application Form](#) (PDF 127.7kb)

Delegations

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Forms.

- [Delegation Band Value Limit Table](#) (PDF 72.9kb)
- [Financial Delegation Application](#) (PDF 260.2kb)

Motor Vehicles

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Forms.

- [Private Vehicle Use Approval Reimbursement Form](#) (PDF 70.5kb)

Smartfleet Drivers Kit

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Forms.

- [Batteries & Windscreens](#) (PDF 133.9kb)
- [Driver Safety Tips](#) (PDF 151.1kb)
- [Kmart Tyre & Auto](#) (PDF 187.7kb)
- [Marshall Batteries](#) (PDF 173.2kb)
- [Novus Auto Glass](#) (PDF 187.2kb)
- [Roadside Assistance RACV](#) (PDF 177.9kb)
- [Service & Maintenance](#) (PDF 169.8kb)
- [Tyres](#) (PDF 147.4kb)

Parking

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Forms.

- [Parking Permit Application Form Form A](#) (DOCX 226.2kb)

Purchasing and Procurement

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Forms.

- [Exemption from Multiple Quotes and Open or Selective Tendering Form](#) (DOCX 325.5kb)
- [Expression of Interest](#) (DOCX 232.1kb)
- [Memo to Request to obtain Legal Advice](#) (DOC 235.2kb)
- [Part A Request for Tender](#) (DOCX 235.7kb)
- [Part B Conditions of Tendering](#) (DOCX 222.9kb)
- [Part C Approved Supplier Contract](#) (DOCX 833.9kb)
- [Procurement of Goods and Services Process Checklist](#) (DOCX 172.1kb)
- [Purchase Request for Requisition Instructions and Form](#) (DOC 320.0kb)
- [Purchasing Thresholds](#) (PDF 338.5kb)
- [Request for Quotation](#) (DOCX 248.2kb)
- [RFT - RFQ Successful Tender Letter](#) (DOCX 527.2kb)
- [RFT - RFQ Unsuccessful Tender Letter](#) (DOCX 527.1kb)
- [Tender Evaluation - Individual Bidders](#) (DOC 233.4kb)
- [Tender Evaluation Matrix Summary](#) (DOC 187.2kb)
- [Vendor Application/Change of Vendor Details](#) (PDF 324.1kb)

Revenue Collection

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Forms.

- [Approved Collector of Revenue Nomination Authorisation](#) (DOCX 209.8kb)
- [Credit card Refund Requisition](#) (XLS 70.5kb)

Student Finance

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Forms.

- [International Refund Request Form \(International Students\)](#) (PDF 103.9kb)

System Access Forms

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- [FedUni AUSKey Application/Amendment Form](#) (PDF 108.2kb)
- [myFinance Access/Amendment Form](#) (PDF 810.8kb)

Taxation

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Forms.

- [FBT Expense Payment Benefit Declaration](#) (DOC 244.5kb)
- [FBT Otherwise Deductible Rule and Declarations](#) (DOCX 222.2kb)

Travel

The Interstate/ Overnight Travel Form has been replaced with the FedNew item posted 25th July. Staff can now book 'Business/Travel' leave via the Employee Self-Service System (ESS). This replaces the existing paper-based finance travel form.

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Forms.

- [HIRAC Report Form](#) (PDF 90.0kb)
- [Itinerary FBT Estimator](#) (XLSX 853.8kb)
- [Schools and Programs Staff Only Checklist](#) (DOCX 224.6kb)
- [Travel Diary Itinerary](#) (XLSX 147.9kb)

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