

SECTION A – FEDUNI AUTHORISED DELEGATE TO COMPLETE					
FOR PAYMENTS ≥ \$10,000 (excl. GST) PLEASE CONTACT THE FINANCIAL SERVICES HUB BEFORE PROCEEDING					
Requester name			Faculty/ Directorate		
Account and Department / Project code to be charged					
Details and purpose of expenditure					Amount
					Total
I guarantee that the expenditure has been incurred on behalf of Federation University Australia.			Approved for payment by Financial Delegate		
Payee				Phone	
Payee Address					
SECTION B – FINANCE TO COMPLETE					
Vendor ID		Voucher #		Process Date	
	Account	Department / Project	GST Applicability	GST Code	\$
Processed by					Total
PLEASE REMIT COMPLETED FORM VIA A SERVICE NOW REQUEST					