

Finance Forms

Policy code:	OG1723
Policy owner:	Chief Operating Officer and Chief Financial Officer
Approval authority:	Chief Operating Officer and Chief Financial Officer
Approval date:	03 May 2024
Next review date:	

Table of Contents

Accounts Payable and Accounts Receivable	1
Asset, Attractive Items and Inventory Management	1
Audits	2
Corporate Purchase Card	2
Financial Delegation	2
Motor Vehicles	2
Smartfleet Drivers Kit	2
Purchasing and Procurement	3
Revenue Collection	3
Student Finance	3
Taxation	3
Travel	3

Accounts Payable and Accounts Receivable

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

Forms.

- [Accounts Receivable Request](#) (PDF 135.8kb)
- [Bank Draft Requisition Request](#) (XLSX 49.1kb)
- [EFT Request](#) (PDF 385.3kb)
- [Gratuities Register](#) (DOC 179.8kb)
- [International Wire Transfer Request](#) (PDF 344.8kb)
- [Request for Journal](#) (PDF 161.1kb)
- [Use of Gift Vouchers](#) (DOCX 224.3kb)

Asset, Attractive Items and Inventory Management

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

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)

Audits

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

Forms.

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

Corporate Purchase Card

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

Forms.

- [100 Point Check](#) (PDF 100.8kb)
- [Purchase Card Application Form](#) (PDF 34.9kb)

Financial Delegation

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

Forms.

- [Financial Delegation Application](#) (PDF 163.9kb)

Motor Vehicles

Smartfleet Drivers Kit

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

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)

Purchasing and Procurement

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

Forms.

- [Memo to Request to obtain Legal Advice](#) (DOC 235.2kb)
- [New Vendor Change Details Request](#) (PDF 261.2kb)
- [Procurement of Goods and Services Process Checklist](#) (DOCX 172.1kb)
- [Purchase Request for Requisition Instructions and Form](#) (DOC 424.5kb)
- [Vendor Terms & Conditions](#) (PDF 308.0kb)

Revenue Collection

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

Forms.

- [Approved Collector of Revenue Nomination Authorisation](#) (DOCX 209.8kb)
- [Credit card Refund Requisition](#) (XLS 70.5kb)
- [Revenue Collection Reconciliation Discrepancy Report](#) (DOCX 231.5kb)

Student Finance

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

Forms.

- [Refund Application - Domestic Student](#) (PDF 970.1kb)
- [Refund Application - International Student](#) (PDF 340.5kb)
- [Refund Calculation Statement - International Student](#) (PDF 2124.5kb)

Taxation

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

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 FedNews 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.

NOTE: After opening any form, please then download the form from your browser and open in Adobe PDF to ensure full form functionality.

Forms.

- [Domestic Travel / Online Conference Application](#) (PDF 170.3kb)
- [International Travel Application](#) (PDF 280.4kb)
- [Private Vehicle Use Approval Request](#) (PDF 179.3kb)
- [Travel Calculator & Diary](#) (XLSX 142.1kb)

Glossary