



Parents & Citizens' Association
Individual Authorization/Record:

Pay To: _____

For: _____

Amount: _____ Prepayment Required: _____

Bank Account Signatory/s (1) _____

Bank Account Signatory/s (2) _____

P&C Business Manager (3) _____

I verify the goods/services received(4) _____

Method: EFT / BPAY / LoadNGo / Dir Debit / Cheque / Other:
Invoice No _____ Cheque # _____ Date Paid : .../...../...
Class _____ Expense _____



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Not necessary to print this page

Instructions:

Use this form to authorize payments from P&C accounts.

Required: "Pay To", "For", "Amount", "Method" (circle appropriate method), "Class" (from list below), "Expense" (from list below).

If payment before goods or services received, sign beside amount and submit form. The form will need to be signed after goods or services have been received.

Signatures: Any two of bank account signatories. Business manager signature not required for JPAG, MSG, Swim Club if already signed by one of the subcommittee's officers. Person receiving the goods must sign.

Method: paying by EFT/BPAY with an invoice is the preferred method. Load and go cards are used to replace petty cash. Cheques are least preferred method of payment (generally only for second hand uniform sales)

Invoice number from suppliers invoice should be provided.

Class may only be one of the following
OSHC / SR Tuckshop / JR Tuckshop / Uniforms / Bookshop
2nd Hand Uniforms
JPAG / MSG / Swim Club / General (Exec/BOM only)

Expense from the following list:

Activity Programmes
Administration P&C
Art & craft supplies
Bank & Govt Service Charges
Cleaning
Computer & Internet
Events
Gifts and Donations
Insurance
Labour Hire
Meals
Postage Print and Stationery
Building Repairs
Equipment Repairs
Grounds
Staff Training
Subscriptions/Registrations
Telephone
Excursions
Equipment Purchases
Costs of Fundraising Subcommittee Only
Fundraising Purpose Subcommittee Only