[Insert organisation name/logo]

# SUPPLIER CLAIM FORM

*Refer to instructions overleaf on completing this claim form*

Supplier name:

Invoice date: Invoice reference number:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of expenditure / service provided** | **Account code** | **Expense code** | **Amount including GST** | GST |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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:

**Supplier Claim Form Instructions**

* **Supplier Claim Forms are to be supported by a tax invoice.**
* **Complete a separate Supplier Claim Form For each tax invoice you are authorising for payment.**
* **When purchasing goods or services, identify the organisation 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 suppliers 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 suppliers’ invoice. For airfares, use the ticket number. Do not use account numbers as this will be the same on every invoice from the supplier. In the absence of a better unique identifier, use the invoice date in the format DDMMYYYY.
* **Description of expenditure / service provided:** Briefdescription of the goods / service provided.
* **Account code:** refers to the specific budget the funds should be deducted from
* **Expenditure code:** The appropriate expense type (e.g. meetings, travel, wages) code selected from the organisations Expenditure Guide 2014.
* **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 invoices should identify a specific amount of GST included in the total amount payable to the supplier. However, a number of scenarios exist where the amount of GST is not stated or the invoice indicates no 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 in the Functions and Delegations Matrix are to 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.