

From: NGO, Trang
Sent: Monday, 18 February 2013 10:52 AM
To: PENDLEBURY, Anita
Subject: FW: PSR 38/13 Time/Date stamps
Attachments: PSR 38.doc

From: PENDLEBURY, Anita
Sent: Thursday, 24 January 2013 11:04 AM
To: NGO, Trang
Subject: FW: PSR 38/13 Time/Date stamps

ANITA PENDLEBURY
Manager, Corporate Services

FAIR WORK COMMISSION
Tel: 02 8374 6625
Fax: 02 8374 6639
anita.pendlebury@fwc.gov.au

Level 8, 80 William Street
East Sydney NSW 2011

www.fwc.gov.au

Please note that my email address will change to anita.pendlebury@fwc.gov.au on 1 January 2013. please update your records accordingly.

From: GODFREY, Robin
Sent: Thursday, 24 January 2013 11:01 AM
To: PENDLEBURY, Anita
Subject: FW: PSR 38/13 Time/Date stamps

Approved.

Thanks

Robin Godfrey
Manager NSW & ACT

Fair Work Commission
Tel: 02 8374 6643
Mob: 0419 318 011
Fax: 02 9380 6990
robin.gxxxxxx@xxx.xxx.xx

8/80 William Street, East Sydney, NSW 2011

www.fwc.gov.au

Please note that from 1 January 2013 my email address is robin.godfrey@fwc.gov.au
Please update your records accordingly.

From: PENDLEBURY, Anita
Sent: Thursday, 24 January 2013 10:51 AM
To: GODFREY, Robin
Subject: FW: PSR 38/13 Time/Date stamps

ANITA PENDLEBURY
Manager, Corporate Services

FAIR WORK COMMISSION
Tel: 02 8374 6625
Fax: 02 8374 6639
anita.pendlebury@fwc.gov.au

Level 8, 80 William Street
East Sydney NSW 2011

www.fwc.gov.au

Please note that my email address will change to anita.pendlebury@fwc.gov.au on 1 January 2013. please update your records accordingly.

From: NGO, Trang
Sent: Thursday, 24 January 2013 10:48 AM
To: PENDLEBURY, Anita
Subject: PSR 38/13 Time/Date stamps

From: PENDLEBURY, Anita
Sent: Tuesday, 22 January 2013 4:03 PM
To: NGO, Trang
Subject: FW: Time/Date stamps

Hi Trang,

Could you order another date stamp for Brisbane as well as three additional seals please?

ANITA PENDLEBURY
Manager, Corporate Services

FAIR WORK COMMISSION
Tel: 02 8374 6625
Fax: 02 8374 6639
anita.pendlebury@fwc.gov.au

Level 8, 80 William Street
East Sydney NSW 2011

www.fwc.gov.au

Please note that my email address will change to anita.pendlebury@fwc.gov.au on 1 January 2013. please update your records accordingly.

From: GODFREY, Robin
Sent: Monday, 21 January 2013 5:07 PM
To: PENDLEBURY, Anita
Subject: Time/Date stamps

Can we have another time & date stamp for the Brisbane Registry? Can we order this or do you want them to do it directly?

Thanks

Robin Godfrey
Manager NSW & ACT

Fair Work Commission
Tel: 02 8374 6643
Mob: 0419 318 011
Fax: 02 9380 6990
robin.gxxxxxx@xxx.xxx.xx

8/80 William Street, East Sydney, NSW 2011

www.fwc.gov.au

**Please note that from 1 January 2013 my email address is robin.godfrey@fwc.gov.au
Please update your records accordingly.**

Purchase/Service Request

Fair Work Australia

Team						
Requesting team's PSR number		38/13				
Description of Purchase(s) and Financial Details						
	Description	Quantity (A)	Cost per item (B)	GST per item (C)	Total A x (B+C)	Account Code
Item 1	Date Stamp	1	\$74.36	\$7.44	\$81.80	
Item 2	FWC Seal	3	\$47.40	\$4.74	\$156.42	
Item 3	Delivery		\$8.50	\$0.85	\$9.35	
Item 4						
Item 5						
				Total		
IMPORTANT: PLEASE STATE ANY SPECIAL INSTRUCTIONS						
Requesting Officer						
Name	Trang Ngo	24/01/13	Telephone	2514		
Approving Delegate	Robin Godfrey	24/1/13	Telephone	2643		
Purchase Order						
Is a purchase order required to be issued to the supplier?		<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		
Procurement Official's Use Only						
Purchase Order Number						
AGCC Payment						
Action Officer/AGCC Cardholder			Telephone			
Australian Govt Credit Card (AGCC) number			Expected delivery date		/ /200	
Payment method		<input type="checkbox"/> Point of Sale <input type="checkbox"/> Telephone <input type="checkbox"/> E-mail <input type="checkbox"/> Internet				
Tax invoice		<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached <input type="checkbox"/> To be Sent				
Supplier Details: Obtain from the supplier direct credit/EFT details i.e. BSB and Account No. and Email for remittance advice						
Name		Federal Rubber Stamp				
Address						
Email						
Telephone		(0)	Facsimile		(0)	
ABN						
BSB (6 digits)		A/c no.				

NB If the item(s) purchased is an asset, please complete an Asset Action Form (AAF). Refer Resource Management Guideline 5.0