

Invoice Approval



Invoices are to be returned to Finance within five (5) working days of being received and no later than three (3) working days before the end of each month.

Purchase Order Number (if applicable)						
Financial Details						
Natural Account Code	Entity	Project	State	GST Inclusive total	Short Description	
230103	44	ZZ	B	\$. 89.98	Time & Date Stamp	
230103	44	22	S	\$157.59	FWC Seals - Panel Heads	
				\$		
				\$		
Total				\$247.57		
Date invoice is to be paid by (if not the standard 30 days from date invoice is received)						
Services or Goods Received						
Name	J. Gray		30/11	EXT	30/11 x 2514	
Signature				Position		
Invoice Approval (in accordance with FWA Regulations 9.3-10)						
Name	Robyn Grayley			EXT	2248	
Approving Delegate Signature			7/2/13	Position	MGR NSW	
Please Refer to Chief Executive Delegations and Authorisations for delegation approval limits.						
Method of procurement (Select the method used - for gazetal purposes)						
< \$2000		> \$2000 < \$20,000		> \$20,000 < \$80,000		> \$80,000
<input type="checkbox"/> Oral Quotations <input type="checkbox"/> Written Quotations <input type="checkbox"/> Tender <input type="checkbox"/> Other - Specify:		<input type="checkbox"/> Written Quotations <input type="checkbox"/> Tender <input type="checkbox"/> Other - Specify:		<input type="checkbox"/> 3 X Written Quotations <input type="checkbox"/> Tender <input type="checkbox"/> Other - Specify:		<input type="checkbox"/> Tender <input type="checkbox"/> Other - Specify:*
Other reason _____						
Please refer to FWA Practical Guide 05 for further information.						

Please refer to resource management guideline on the Intranet.

It is the budget holders' responsibility to ensure appropriate account code allocation, and ensuring budget is available.

Reg 9: An approver must not approve a spending proposal unless the approver is satisfied, after making reasonable inquiries, that giving effect to the spending proposal would be a proper use of Commonwealth resources (within the meaning given by subsection 44 (3) of the Act).

Refer to : <http://www.finance.gov.au/publications/finance-circulars/2011/01.html>

Notes:
AB006146.TIF

FEDERAL RUBBER STAMPS PTY LTD

P. O. BOX 315
 St. Peters
 NSW 2044
 Australia

Email: federalstamps@bigpond.com
 www.federalstamps.com.au
 Phone: (02) 9519 2588
 Fax: (02) 9517 1844

Tax Invoice 00085089

A.B.N.: 31 092 337 043
 2-4 SYDENHAM ROAD, MARRICKVILLE N.S.W

INVOICE TO:

FAIR WORK COMMISSION
 LEVEL 8
 80 WILLIAM STREET
 EAST SYDNEY NSW 2011

DELIVER TO:

FAIR WORK COMMISSION
 LEVEL 8
 80 WILLIAM STREET
 EAST SYDNEY NSW 2011
 ATTENTION: TRANG NGO

QTY.	PRODUCT CODE	DESCRIPTION	PRICE	DATE	DISC %	EXTENDED	PAGE
1	C-R40TD	R40 TIME & DATER SELF INKER FOR QUEENSLAND	\$81.80	25/01/2013		\$81.80	1
3	C-R40 BLACK	R40 WITH BLACK PADS FOR THE SEAL OF FAIR WORK COMMISSION AND LOGO	\$52.14			\$156.42	GST GST
<p>PLEASE NOTE WE NOW MANUFACTURE NAME BADGES AND SIGNS PLEASE CALL US</p> <p>Minimum Invoice Value is \$12.00 Plus Postage and GST If Applicable.</p>							
<p>TERMS: STRICTLY NETT 30 DAYS</p>			<p>SALE AMOUNT \$238.22</p> <p>FREIGHT \$9.35</p> <p>GST \$22.51</p> <p>BALANCE DUE \$247.57</p>				