ACCOUNTS USE ONLY				
Invoice Batch #		Chq / EFT #		
Entered by		Payment date		

amnesty international australia

PAYMENT REQUISITION

To be paid to:		
Form of payment (please tick		nsfer (EFT) - Preferred
Description & purpose of g	goods / services:	
Cheques & bank drafts o	onlyPlease dispatch the payment to:	
☐ The following staff me	ember / volunteer	
☐ The payee as per the a	ttached documents	
☐ The payee at the follow	wing address:	
Electronic funds transfer	rs onlyTo be credited to:	
Account name:		
Financial institution		
Email address (for remittance	e):	
BSB no.	Account no.	
Please charge the expens		T
Budget code	Budget line description	Amount \$
Payment requested by (if	not the authorising person):	
Signed	Date	
AUTHORISATION	,	
I horeby authorise this pa	yment and certify that the charge is valid.	I also confirm that I
have authority to charge e	expenses to this budget line and for this a er supporting documents are attached.	*

Signed	Date
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