

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):		
☐ Cheque	Electronic funds transfer (EFT) - Preferred	
Description & purpose of goods / services:		
Cheques & bank drafts only....Please dispatch the payment to:		
☐ The following staff member / volunteer ☐ The payee as per the attached documents ☐ The payee at the following address:.....		
Electronic funds transfers only....To be credited to:		
Account name:		
Financial institution		
Email address (for remittance):		
BSB no.		Account no.
Please charge the expense to:		
Budget code	Budget line description	Amount \$

Payment requested by (if not the authorising person):	
Signed	Date
AUTHORISATION <i>I hereby authorise this payment and certify that the charge is valid. I also confirm that I have authority to charge expenses to this budget line and for this amount. Relevant receipts, invoices and other supporting documents are attached.</i>	

Signed	Date
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