

PAYMENT DETAILS

Payee name

Address (No PO Boxes)

Postcode

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Student ID (If applicable)

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Email

Special instructions

BANK ACCOUNT DETAILS (Australian Bank Account*)

**If paying to an overseas bank account, please attach banking details in a separate document. Refer to the Overseas Bank Account details table on our website for more information.*

Name of bank (e.g. ANZ/NAB/CBA/Westpac)

Branch name

Branch number (BSB)

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Account number

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Account name

AUTHORISATION BY PAYEE

I authorise payment to the above bank account.

Signature

André

Date _____

PAYMENT PURPOSE

Please include description/purpose of each payment	Amount (excl. GST)	GST	Total (incl. GST)
Total			

Please indicate payment currency if not **AUD**:

ACCOUNT CODE - this section is to be completed with the assistance of the HDR Coordinator or your local Finance Manager

	Company	Cost Centre	Spend Category	Project	Fund	Additional Worktags	Amount (Excl. GST)
	C Y		S C	P J	F O		\$ _____
	C Y		S C	P J	F O		\$ _____
	C Y		S C	P J	F O		\$ _____
	C Y		S C	P J	F O		\$ _____

Prepared by

Date _____

*Authorised by (Print name)

Signature

Date _____

- * HDR Student reimbursements require approval from your HDR Coordinator.
* Financial approval will be facilitated in DeakinUniFi as per the financial DoA.

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