

DeakinUniFi Ad Hoc Payment Request



This form is only used for payments to students, visiting academics, and visitors for payment up to \$5,000 AUD (or equivalent). Attach this form to the DeakinUniFi online **Ad Hoc Payment** request. For queries, email finance@deakin.edu.au.

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

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

	<i>If split charging</i>			
COMPANY	C Y			
COST CENTRE				
SPEND CATEGORY	S C			
PROJECT	P J			
FUND	F O			
ADDITIONAL WORKTAGS				
AMOUNT (EXCL. GST)	\$ _____	\$ _____	\$ _____	\$ _____

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.

Deakin University is collecting your personal information on this form for the purpose of ad hoc payment requests. Deakin manages personal information it holds, including requests by individuals for access to their personal information, in accordance with the Privacy and Data Protection Act 2014 (Vic). Deakin's Privacy Policy may be viewed on The Guide. Information on privacy at Deakin is available at <http://www.deakin.edu.au/footer/privacy>. Questions about privacy may be directed to the Privacy Officer on (03) 5227 8524 or by email to privacy@deakin.edu.au