

## STAFF REIMBURSEMENT REQUEST

DATE: 26/08/2025

NAME: Alexandra Ellis

ADDRESS: 74 Howe Street, Miners Rest VIC 3352

EMAIL ADDRESS: aellis@hepburn.vic.gov

AMOUNT: 178.00

LEDGER NO: 000258-1001-61001    GST INCL (C) ☒    GST EXCL (Z) ☐

DESCRIPTION: 2 x Ceramic Tower Heaters - \$89 each = \$178 total. Portable heaters for Facilities to use in case of emergencies.

### BANK ACCOUNT DETAILS FOR EFT PAYMENT

ACCOUNT NAME: Mrs Alexandra Ellis

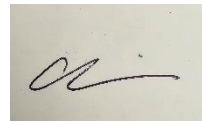
BANK NAME: ING

BSB: 923 100

ACCOUNT NO: 308 755 227

REQUESTING OFFICER: Alexandra Ellis  
enter text.

SIGNED:



Click or tap here to

AUTHORISED BY

NAME: Victoria O'Halloran

SIGNED: Click or tap here to enter text.

Victoria O'Halloran

Coordinator Facilities

DocuSigned by:

*Victoria O'Halloran*

E33FABF91ABE4D0  
26 August 2025

**\*PLEASE ATTACH RECEIPTS OR OTHER SUPPORTING DOCUMENTATION**

► ARRANGEMENT FOR PAYMENT OF RATES & CHARGES

