

PAYMENT SUMMARY

Date: _____ Amount: \$ _____

Pay To: _____

BSB: _____ Account: _____

Payment Type: BPAY / DIRECT DEPOSIT / PAYPAL / CLUB CARD : _____

Expense Description

Prepared by: _____

Approved by: _____

- Reimbursement
- 3 Quotes Supplied
- Minutes Attached
- Invoice Attached