

# APPLICATION FOR PAYMENT – REFUND FOR COMMUNITY FACILITIES & RECREATION

## Payee Details

Name or Company

Street number

Street name

Suburb

Postcode

Phone number

Email address

## Event Details

Name of Venue

Receipt Number  
e.g. R000056088

Booking Number  
e.g. 552558

Event Date

Please note if you are not the payee stated on the receipt, a signed authorisation must be attached signed by the original payee

## Bank Account Details

Account Name

BSB Number

Account Number

Signature

Date

Council is not liable for lost payments due to incorrect details

### Office Use Only

Ledger

Account

Amount (Incl.)

GST (Y/N)

Total Payment

To be completed by the requesting Council officer

## Office Use Only

A copy of the receipt and/or supporting documents must be attached

Payment Details

I certify that this requisition is in accordance with the Delegations of Authority

Requested by

Signature

Name

Position

Authorised by

Signature

Name

Position

### CONTACT US