



ACT
Government

ACT Public Service

Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://sharedservices/> to ensure this information is current.

Directorate: (please select from the drop-down menu)	Transport Canberra & City Services
Payee:	Steven Hare
Special Requests/ Reference Number:	

Collect Cheque*:	☐ Yes ☐ No	Staff Reimbursement:	☒ Yes ☐ No
RCTI: (Recipient Created Tax Invoice)	☐ Yes ☐ No	EFT only - bank account details must be provided below.	
Withholding Tax:	☐ Yes ☐ No	GST Registered:	☐ Yes ☐ No

*Please note all collect cheques are to be collected from Shared Services, Winyu House, Gungahlin.

Payee Bank Account Details for EFT Payments:

Bank Account Name:	Personal information
BSB Number:	Personal information
Account Number:	
Payee Postal Address:	

Purchase Order Related Invoices:

Purchase Order Number:	CLD16666
Receipt Number:	R700005329
Project/Task Number:	
Contact Name for Purchase Orders:	

Invoice Detail: (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
779	79001	211207	99	38564	9999	Free AP	\$6,577.00	\$0.00	\$6,577.00	RSPCA project EPBC fees
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

Total \$ GST:	\$0.00
Total Amount \$ (incl. GST):	\$6,577.00
Remittance Advice Description:	

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

Prepared by:

Name:	Steven Hare	Phone:	62059631
Signature:	Steven Hare	Date:	06/07/2022

Authorising Officer (financial delegate):

Name:		Position:	P33794
Signature:	Kae Harradine	Date:	