



**mermaid**  
BEACH AEME S.L.S.C.

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## Reimbursement Procedure

- Use this form if you require reimbursement for club expenditure.
- **All Receipts and Purchase order must be stapled to this sheet for payment to be processed.**

Name of person to be reimbursed: \_\_\_\_\_ Purchase Order No: \_\_\_\_\_

Date	Supplier	Description	Total
		<b>Total of all Receipts</b>	

**Bank account details-**

Bank: \_\_\_\_\_

Name of Account: \_\_\_\_\_

BSB: \_\_\_\_\_ Account: \_\_\_\_\_

Or Bpay code: \_\_\_\_\_ Reference: \_\_\_\_\_

**Office Use Only:**

Authorised by: \_\_\_\_\_

Paid by: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions please contact Kellie at treasurer@mermaidslsc.org.au