UNIVERSITY OF NEWCASTLE NO RECEIPTS / INVOICE DECLARATION

TRANSACTIONS WITH NO SUPPORTING DOCUMENTS

(6	
NEWCASTLE	

				_				
Name:			Statement Period:					
Your Ref (IF APPLICABLE)	Transaction Date	Merchant		Expense Description		Amount (\$AUD)		
For Transactions \$0.00	0 - \$100 no approval is	necessary.		Approver Name:				
	- \$150 approval is requ			Position:				
For transactions over \$300 this form cannot be used and a tax invoice must be provided.								
				Approver Signature:				
declare all expenses listed have been incurred for University of Newcastle business purposes while conducting approved University Business.								
Signature:			Date:					