



## PROBUS CLUB OF WINDSOR

### Payment or Reimbursement Request form

#### Requestor to complete:

Requested by:	
Expenditure/Outing/Event Detail:	
Payment	
Supplier/Provider Name Details:	
Date Payment Required:	
Bank Account Name:	
BSB:	
Account No:	
Reference (eg Invoice # docket No:	
Amount:	\$

#### Treasurer to Complete:

Amount Paid:	
Date Paid:	
Bank Payment Authorisation by approved bank signatories:	
<u>Authorised signature:</u>	<u>Authorised signature:</u>
<u>Name:</u> .....	<u>Name:</u> .....
<u>Position held:</u> .....	<u>Position held:</u> .....