



### DETAILS OF APPLICANT

COMPANY/GROUP:

GIVEN NAMES:

LAST NAME:

CONTACT NUMBER:

EMAIL ADDRESS:

ADDRESS:

DATE:

Request the refund of \$\_\_\_\_\_ for the hire of facility on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please note: The shire of Waroona's preferred method of payment is by direct debit to the recipient's bank. Please complete the details below to receive your payment. If left blank a cheque shall be produced and sent to the above address.

Please allow up to 14 days for the return of bond payments following confirmation from our maintenance / cleaning staff that the venue has been left clean, and no damage has occurred. In the case of a bond deduction being necessary following the event, the Shire of Waroona will advise prior to deducting the amount from the bond deposit. Should the Shire of Waroona determine a claim for recovery costs that is greater than the bond amount, an invoice will be raised for the balance of funds.

ACCOUNT NAME:

BANK NAME:

BSB:

ACCOUNT NUMBER:

DATE:

SIGNATURE:

**OFFICE USE ONLY- BOND INSPECTION**
 Approved ☐ Declined ☐

SIGNED:

DATE:

NOTES:

CREDITOR CODE:

RECEIPT NUMBER:

BOOKING NUMBER:

RECEIPT DATE:

**FINANCE USE ONLY -**
 Existing ☐ New Creditor/Change of Details ☐

RECORD NUMBER:

FILE NUMBER:

FM.3

FINANCE OFFICER NAME:

SIGNATURE:

APPROVED BY- NAME:

APPROVER  
SIGNATURE:

CREDITOR NUMBER:

DATE UPDATED:

EXCLUDE FROM ATO TPAR: ☐ YES ☐ NO
 STATEMENT BY SUPPLIER  
 COMPLETED ( IF NO ABN IS  
 PROVIDED ) ☐ YES ☐ NO ☐ N/A
**CHECKLIST**

- ☐ NEW CREDITOR – SHIRE OFFICER MADE CONTACT (SKIP REMAINDER OF CHECKLIST)
- ☐ CHANGE OF DETAILS RECEIVED BY: ☐ EMAIL ☐ INVOICE ☐ LETTER ☐ HAND DELIVERED
- ☐ CONTACTED SUPPLIER VIA PHONE USING EXISTING SYNERGY DETAILS TO VERIFY CHANGE
- ☐ MEMO ADDED TO CREDITOR
- ☐ CHANGE OF CREDITOR DETAILS FORM EMAILED
- ☐ CONTACT MADE WITH (FULL NAME) \_\_\_\_\_