

FAX TO: 920 9802

Kindergarten Name		
Date		
1	CHEQUE REQUEST	Eg for Moore Wilsons, Entertainer, Tradesperson
	Reason for request	
	Cheque is required by: (date)	
	Cheque amount	
	Kindergarten or Equity Expense	
	Cheque Delivery Method	Post <input type="checkbox"/> We will Collect <input type="checkbox"/> Please Deliver <input type="checkbox"/>
	Cheque Details	<input type="checkbox"/> Authorised Invoice is attached (or with this fax) <input type="checkbox"/> Cheque made out to: Amount:
	AUTHORISED BY	Head Teacher Signature Committee Signature (if required)
2	BANK PAYMENT REQUEST	Eg for visiting entertainer,
	Reason for request	
	Payment is required on (date)	
	Amount to pay	
	Kindergarten or Equity Expense	
	Payment Details	<input type="checkbox"/> Authorised Invoice is attached (or with this fax) (must have bank account details)
	AUTHORISED BY	Head Teacher Signature Committee Signature (if required)
3	EFTPOS ACCOUNT – Special Request for Funds Eg for funds to cover Zoo trip. NOT for regular “top up” of EFTPOS Account (Please FAX EFTPOS receipt to Assn ASAP – and attach original to your Monthly Summary)	
	Reason for request	
	Amount/Date Required	\$ _____ Date: _____
	Kindergarten or Equity expense	
	AUTHORISED BY	Head Teacher Signature Committee Signature (if required)