

ACCOUNTS · REIMBURSEMENT

Payment Requisition

How to complete: Fill in all sections in BLOCK LETTERS and tick (✓) your capacity. Attach copies of all receipts or invoices, sign Section 5, then scan every page with the receipts and email them to accounts@tsmstrata.com.au.

01 Requested by

First name *

Last name *

Email of requester *

Phone number *

Capacity * — tick one

☐ Strata Manager

☐ Secretary

☐ Treasurer

☐ Chairperson

☐ Committee Member

☐ Lot Owner

LOT OWNERS

Requests from lot owners must be approved by your Strata Manager before payment is processed.

02 Property details

Plan number *

Property address *

Suburb *

State *

Postcode *

03 Reimbursement details

Short description of what the reimbursement is for *

Chart of Accounts code (if known)

☐ I have attached copies of all receipts / invoices for this reimbursement *

04 Payment details

Reimbursement is paid by EFT. Please check the bank details carefully.

Payee full name *

Bank account name *

BSB *

 -

Email for remittance *

Account number *

Total amount to be reimbursed *

\$

05 Authorisation

By signing below, I confirm the information provided is true and correct and the expenses were incurred on behalf of the Owners Corporation.

Signature *

Date *

 / /

OFFICE USE ONLY

Strata Manager approval (lot owner requests): ☐ Approved ☐ Declined ☐ Not required

Approved by

Date processed

Payment reference

RETURN THIS FORM

Scan both pages with your receipts and email them to accounts@tsmstrata.com.au

Questions? Call 1300 173 553