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RED ROOM GIFT VOUCHER ORDER FORM

**Please complete all fields below.**

**YOUR CONTACT DETAILS (FOR INVOICING PURPOSES)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Ordered  | Click here to enter a date. | Date Required: | Click here to enter a date. |
|  |  |  |  |
| Contact Name: |       |
|  |  |  |  |
| Position: |       | Phone: |       |
|  |  |  |  |
| Department/School: |       |
|  |  |  |  |
| Address/Building: |       |
|  |  |  |  |
| Email: |       |

**YOUR ORDER DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gift Voucher Selection** |  | **Quantity** |  | **Total** |
|  |  |  |  |  |  |
| $10 Gift Voucher |  |       |  | **$** |       |
|  |  |  |  |  |  |
| **Total Amount Payable** |  | **$** |  |

**YOUR PAYMENT OPTIONS**

[ ]  **Invoice** PO# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Unless your invoice is being paid by Credit Card, UQ departments must supply a Purchase Order number**

 **prior to being invoiced and collecting vouchers**

[ ]  **Direct Deposit** Account Details: Commonwealth Bank PO# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BSB: 064 158

 Account #: 00050014

A remittance advice must be forwarded by email finance@uqu.com.au

[ ]  **Credit Card** [ ]  Mastercard [ ]  Visa

|  |  |  |  |
| --- | --- | --- | --- |
| Card Number |       | Expiry Date(MM/YY) |       |
|  |  |  |  |
| Cardholder Name |       | Signature |  |

[ ]  **Debit Card or Cash** [ ]  Debit Card [ ]  Cash

Debit card or cash payment can be made at Reception on Level 4, UQ Union Building 21. Our operating hours are Monday to Friday, 9am to 4pm.

***Please note:*** *All gift vouchers purchased in 2020 will expire on 11 December 2020..*

*Payment must be received in full prior to pick up of vouchers. Vouchers will be ready to pick up from UQU Reception during operating hours, one business day after payment has been received.*

**Return your completed order form to** finance@uqu.com.au**, or in person at UQU Reception during business hours,**

**Monday to Friday 9am to 4pm.**

|  |
| --- |
| **OFFICE USE ONLY** |
|  |  |  |  |
| Received by: |       | Authorised by (Manager): |       |
|  |  |  |  |
| Signature: |  | Signature: |  |
|  |  |  |  |
| Date Received: | Click here to enter a date. | Date Approved: | Click here to enter a date. |

🞏 Issue form to Finance Voucher # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Finance to email tax invoice (G/L 12780, Dept 906)

🞏 Money Received

🞏 Vouchers released. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_