

Purchase Orders, must contain at least the following information:

- Name and address of supplier
- Clear description of the services and/or goods being purchased
- Price of the services and/or goods.

Purchase Orders may be for standing or multiple orders, but those must receive renewed approval at least once per year.

# Purchase Order

Scotland Island Residents Association  
 ABN 19 163 341 913  
 PO Box 70  
 CHURCH POINT NSW 2105  
[treasurer@sira.org.au](mailto:treasurer@sira.org.au)



Order to;
<Insert name and contact details of supplier>

Special delivery instructions;
<if applicable>

Date

For supply of;	Item Qty	Per item \$	Amount
<Insert description of goods ordered>			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total			\$ -

Suppliers, please send your invoice to [treasurer@sira.org.au](mailto:treasurer@sira.org.au) quoting the purchase order date.

All purchase orders over \$100 require the written approval of two members of the SIRA Committee Executive. All orders over \$500 require the approval of the majority of the Executive.

# Claim form for expense reimbursement

Date;

Scotland Island Residents Association ABN 19 163 341 913

Name of person requesting reimbursement;

BSB and account number to receive funds;

Description of item or items

Activity	Amount
	\$ -

Total	<hr/>
	\$ -

I declare that I have paid for the above items with my own funds, that I have the authorisation from the SIRA committee to have done that and that all necessary documentation has been provided to the Treasurer.

I now seek reimbursement for those expenses.