

Anglican Church Property Trust (ACPT) - PAYMENT AUTHORISATION

1. This form is validated for payment when signed by two wardens (or by a majority of the parish council where required by the terms of an ordinance). Please use the bottom of this form to add the parish councillor names and signatures when required.

2. For contract payments, you must indicate if the claim includes a contract variation (eg. Variation Date and Ref.). Generally, where the effect of a variation is to increase the original contract sum, the difference should be deposited into the parish client fund prior to payment.

3. This form is available on the Parish Property page at www.sds.asn.au, under Standard Forms & Checklists.

Parish Name:

Name of Ordinance:

Client Fund No:

Bank Account Name:

BSB & Account Number:

Please tick one box only

Request for payment direct to Supplier/Contractor

1. Original Tax Invoices must be provided and include the words "Tax Invoice", state the business name, address and ABN, and be addressed to Anglican Church Property Trust Diocese of Sydney (PO Box Q190, QVB Post Office NSW 1230). The total GST-inclusive amount will be paid to the Supplier/Contractor.

Request for payment direct to Parish

1. Provide an Accounting Statement of expenses or List the expenses claimed in the table below.
2. Copies of Tax Invoices addressed to the parish together with evidence of payment must be provided. The GST-exclusive amount will be reimbursed to the parish.

Invoice No.	Payment Date	Name of Supplier/Contractor	Description of Payment	Amount incl GST
TOTAL				

NOTE: The GST and Amount inc. GST are automatically calculated. Only enter the ex GST amount.

DECLARATION: We hereby certify that the work referred to above has been completed to our satisfaction and that all invoices and/or supporting documentation are attached. We authorise payment by the Anglican Church Property Trust Diocese of Sydney (ACPT)

Warden's signature Date

Warden's signature Date

Warden's name (please print)

Warden's name (please print)

Where a majority of Parish Council consent is required under the Ordinance, please complete below.

Councillor's signature Date

Councillor's signature Date

Councillor's name (please print)

Councillor's name (please print)