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| --- | --- | --- |
|  |  | **Finance & Business Services, Building 10C** debtors@anu.edu.au Enquiries:  (02)  6125 8646  Facsimile:  (02)  6125 8797 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Library Request for Invoice Form | | | | | | | | Invoice No | | | Customer No |
| Date |  | | | | | | | | | | |
| **Debtor Name** |  | | | | | Student/Staff ID | |  | | | |
| **Email** |  | | | | | Phone | |  | | | |
| **Address** |  | | | | | | | | | | |
| **State** |  | | | | Postcode | | |  | | | |
| **Description** |  | | | | | | | | | | |
| Invoice Type | | ***(tick)*** | **GST Exc Amt** | **GST Amt** | | | **Total** | | ***(Finance office use only)*** | **Description (Insert above)** | |
| Late Fine/s | |  |  |  | | |  | | R 20800 01 9202 | | |
| **Processing Fee** | |  |  |  | | |  | | R 20800 01 9202 | | |
| **Lost Book/s** | |  |  |  | | |  | | R 20800 02 9202 | | |
| **Interlibrary Loan** | |  |  |  | | |  | | R 20470 07 9202 | | |
| **Thesis** | |  |  |  | | |  | | R 20470 08 9309 | | |
| **Registration** | |  |  |  | | |  | | R 20800 04 9202 | | |
| **Other (i.e. Locker Hire)** | |  |  |  | | |  | | R 20800 9200 | | |

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| Other (Anything not listed above) |

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| **Full Charge Code** | **Invoice Line Item Details** | **Qty** | **GST Excl**  **Amount** | **GST Amount**  **(if applicable)** | **Total Amount** |
| *(Insert the following)*  *Fund, Department, Project (If applicable), Account)*  *i.e. R.20511.01.5308* |  |  |  |  |  |
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|  |  |  |  |  |  |
| **TOTAL** | | |  |  |  |

***If invoice is to be raised in foreign currency please specify (i.e USD): ............................................................***

|  |  |
| --- | --- |
| **If any part of this invoice does not contain GST, please indicate the reason below:** | |
| Input Taxed Income | 🗖 Investment income 🗖 Residential income  🗖 Other (please specify) ................................................................................................. |
| GST Free Income | 🗖Export of equipment/goods/services 🗖 GST-free Tertiary course fee  🗖GST-free Adult and Community 🗖 Education Course fee  🗖 Government Appropriation 🗖 Donation  🗖 Other (please specify) ................................................................................... |

**If unsure, please seek clarification from** [**tax**](mailto:taxunit@anu.edu.au)[**unit@anu.edu.au**](mailto:unit@anu.edu.au)

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| --- | --- | --- | --- |
| **Name of Requester (Block Letters)** |  | **Uni ID** |  |
| **Building** |  | **Phone (Ext)** |  |