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

|  |  |  |
| --- | --- | --- |
| 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* |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **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****unit@anu.edu.au**

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