



MDF CLAIM FORM FOR PRES ACOUNTS for Payment of Vendor or Reimbursement

Please include the following Documents while sharing for any Payments/ Reimbursements

- Invoice
- Payment Receipt (if Reimbursement)
- Approval minute from Presbytery or FIP board

Send the following to pres.accounts@ucaqld.com.au Please complete the relevant Section of the below table(Either payments to Vendor or Reimbursements) and include the documents mentioned above to Pres Accounts for the Payment of a Vendor or Reimbursement from your MDF Accounts.

MDF – PAYMENT DIRECTLY TO VENDOR	
Amount - including GST:	
From: MDF Account & Name:	
To: Vendor Name	
Bank Details for Payment: Name, BSB Acct No.	
Description of work/supply as per invoice/quote:	
MDF - REIMBURSEMENT	
Amount - including GST <i>(NB – only Ex GST amount will be reimbursed)</i>	
From: MDF Account & Name	
To: Congregation Name:	
Bank Details for Payment: Name, BSB Acct No.	
Description of work/supply as per invoice/quote:	