



Mission Development Fund (MDF) Claim Form

For Payment of Vendor or Reimbursement

To request a Payment of Vendor or Reimbursement from your MDF/MDP account, email the following to Synod Office Pres Accounts (pres.accounts@ucaqlld.com.au):

- **Approval minute** from Finance, Investment and Property Board (use of Principal) or Executive Director Finance, Property and Enterprise (use of Interest)
- **Invoices**
- **Completed section in table below** (either *Payment to Vendor* OR *Reimbursement*)
- **Proof of payment** (for reimbursement only)

Once Pres Accounts confirms expenditure is approved, the Synod Office will process the request within 7 days.

For payment to vendor, the Synod Office will claim GST credits on its Business Activity Statement (BAS). For Reimbursement, the Congregation will claim GST credits on their BAS, if applicable.

MDF - PAYMENT TO VENDOR	
Amount – GST inclusive:	
From: MDF Account/Name:	
To: (Vendor Name)	
Bank Details for Payment:	
Description of work/supply as per invoice/quote:	
MDF - REIMBURSEMENT	
Amount – GST exclusive	
From: MDF Account/Name	
To: Congregation / Presbytery Name:	
Bank Details for Payment:	
Description of work/supply as per invoice/quote:	