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GIFT VOUCHER ORDER FORM

Banyo Cafe and Bar Gift Vouchers available for use at ACU Campus.

**Return your completed order form to** banyo.cafeandbar@acu.edu.au

**Please complete all fields below.**

**YOUR CONTACT DETAILS (FOR INVOICING PURPOSES)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Ordered:  | Click here to enter a date. | Date Required: | Click here to enter a date. |
|  |  |  |  |
| Contact Name: |            |
|  |  |  |  |
| Position: |       | Phone: |       |
|  |  |  |  |
| Department/School: |       |
|  |  |  |  |
| Address/Building: |       |
|  |  |  |  |
| Email: |       |

**YOUR ORDER DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gift Voucher Selection** |  | **Quantity** |  | **Total** |
| $5 Gift Voucher |  |       |  | **$** |       |
|  |  |  |  |  |  |
| $10 Gift Voucher |  |       |  | **$** |       |
|  |  |  |  |  |  |
| **Total Amount Payable**  |  | **$** |  |

**YOUR PAYMENT OPTIONS**

[ ]  **Invoice Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** PO# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Direct Deposit** Account Details: University of Queensland Union

CBA

BSB: 064 158

 Account #: 00050014

A remittance advice must be forwarded by email finance@uqu.com.au

[ ]  **Credit Card** [ ]  Mastercard [ ]  Visa

|  |  |  |  |
| --- | --- | --- | --- |
| Card Number |       | Expiry Date(MM/YY) |       |
|  |  |  |  |
| Cardholder Name |       | Signature |  |

***Please note:*** *All gift vouchers purchased in 2023 will expire on 15 December 2023 .*

|  |
| --- |
| **OFFICE USE ONLY** |
|  |  |  |  |
| Received by: |       | Authorised by (Manager): |       |
|  |  |  |  |
| Signature: |  | Signature: |  |
|  |  |  |  |
| Date Received: | Click here to enter a date. | Date Approved: | Click here to enter a date. |

🞏 Issue form to Finance Voucher # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Finance to email tax invoice (G/L 12780, Dept 150)

🞏 Payment Received

🞏 Vouchers released. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_