****Logo, company name

Description automatically generated

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](mailto: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](mailto: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 # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_