

OFFICIAL

Our ref: DHS/23/03029  
Your ref: 17663575



Mr Michael Brown MP  
Parliament House  
North Terrace  
ADELAIDE SA 5000

**Office of the Chief Executive**

Level 8 North  
Riverside Building  
North Terrace  
Adelaide SA 5000

GPO Box 292  
Adelaide SA 5001

DX115

Tel: 08 8413 9050  
Fax: 08 8413 9002

ABN 11 525 031 744

Sent by email: [REDACTED]

Dear Mr Brown

I refer to your application under the *Freedom of Information Act 1991* (the Act), received by the Department of Human Services (DHS) on 18 April 2023 seeking access to:

*A copy of the invoices or purchase card transactions related to expenditure by the Office of the Minister, where the expenditure is recorded in the General Journal with an Object Code of "77586". Timeframe: 17/03/2018 to 22/03/2022*

I apologise that DHS did not make a determination within 30 days as required by the FOI Act. However, DHS has continued to process your application outside of this timeframe. Section 19(2)(a) of the Act provides that an agency can release documents outside of the thirty-day timeframe, and this is still taken to be a determination under the FOI Act.

Forty-two documents were located that fit within the scope of your request and I have determined to release these documents in full. Please find enclosed a copy of the documents released, and a document schedule containing a brief description of each document and my determination in summary form.

In accordance with the requirements of Premier and Cabinet Circular PC045, details of your FOI application, and the documents to which you are given access, may/will be published on the agency's disclosure log. A copy of PC045 can be found at <https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars>

If you have any questions in relation to this matter, please contact the Senior FOI Officer, on telephone 8413 9094 or by email at [DHSFreedomofInformation@sa.gov.au](mailto:DHSFreedomofInformation@sa.gov.au). If you disagree with publication, you will need to advise the Senior FOI Officer within two weeks of the date of this determination.

Yours sincerely,



Amanda Stone  
**ACCREDITED FREEDOM OF INFORMATION OFFICER**

05 / 02 / 2024

OFFICIAL

## SCHEDULE OF DOCUMENTS – DHS/23/03029

Freedom of information application from Mr Michael Brown MP seeking access to:

*A copy of the invoices or purchase card transactions related to expenditure by the Office of the Minister, where the expenditure is recorded in the General Journal with an Object Code of “77586”.  
Timeframe: 17/03/2018 to 22/03/2022*

No	Author	Date	Description of document	Determination	Exemption clause
1.	Parliament South Australia, JPSC – Catering	31/03/2018	Invoice	Released in full	N/A
2.	Town Hall	17/08/2018	Invoice – Women’s Information Service 40 <sup>th</sup> Celebration – INV #AT520754 Contains room hire as well	Released in full	N/A
3.	Minister’s Office	13/09/2018	Petty Cash Reimbursement Voucher - ECK Trading PTY LTD – DV Roundtable Catering Lunch	Released in full	N/A
4.	Minister’s Office	12/09/2018	Petty Cash Reimbursement Voucher - Haigh’s Chocolates	Released in full	N/A
5.	Parliament South Australia, JPSC – Catering	25/09/2018	Invoice – Estimates Morning Tea – INV #16619	Released in full	N/A
6.	Parliament South Australia, JPSC – Catering	06/11/2018	Invoice – INV #461145	Released in full	N/A
7.	Parliament South Australia, JPSC – Catering	26/07/2018	Invoice – Universal Design Briefing – INV #16435	Released in full	N/A
8.	Parliament South Australia, JPSC – Catering	10/04/2019	Invoice – SA Youth Week – INV #17221	Released in full	N/A
9.	Parliament South Australia, JPSC – Catering	31/05/2019	Invoice – 125 Years Of Womens Suffrage - INV #17337	Released in full	N/A
10.	Parliament South Australia, JPSC – Catering	19/06/2019	Invoice – Briefing Language & Extremism – INV #17399	Released in full	N/A
11.	Parliament South Australia, JPSC – Catering	26/07/2019	Invoice – Estimates Morning Tea – INV #17525	Released in full	N/A
12.	Parliament South Australia, JPSC – Catering	11/09/2019	Invoice – Equal Pay Day Buffet Dinner – INV #17715	Released in full	N/A
13.	Parliament South Australia, JPSC – Catering	28/11/2019	Invoice – INV #487919	Released in full	N/A

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## SCHEDULE OF DOCUMENTS – DHS/23/03029

No	Author	Date	Description of document	Determination	Exemption clause
14.	Parliament South Australia, JPSC – Catering	27/08/2019	Invoice – Zonta 100 <sup>th</sup> Birthday – INV #17596	Released in full	N/A
15.	Minister's Office	20/12/2019	Petty Cash Reimbursement Voucher - NNQ Catering (\$147.06 actual)	Released in full	N/A
16.	Minister's Office	20/12/2019	Petty Cash Reimbursement Voucher - NNQ Catering	Released in full	N/A
17.	Minister's Office	27/02/2020	Petty Cash Reimbursement Voucher - NNQ Catering	Released in full	N/A
18.	Parliament South Australia, JPSC – Catering	19/02/2020	Invoice – Economic Security Women Forum – INV #17918	Released in full	N/A
19.	Parliament South Australia, JPSC – Catering	12/03/2020	Invoice – Social Services Forum – INV #18005	Released in full	N/A
20.	Minister's Office	30/06/2020	Petty Cash Reimbursement Voucher - NNQ Catering	Released in full	N/A
21.	Minister's Office	30/06/2020	Petty Cash Reimbursement Voucher – St George's Bakehouse Catering	Released in full	N/A
22.	Minister's Office	30/07/2020	Petty Cash Reimbursement Voucher - St George's Bakehouse Catering	Released in full	N/A
23.	Minister's Office	28/08/2020	Petty Cash Reimbursement Voucher - Peel Street Catering	Released in full	N/A
24.	Minister's Office	30/09/2020	Petty Cash Reimbursement Voucher - St George's Bakehouse Catering	Released in full	N/A
25.	Minister's Office	30/10/2020	Petty Cash Reimbursement Voucher - St George's Bakehouse Catering	Released in full	N/A
26.	Minister's Office	09/11/2020	Petty Cash Reimbursement Voucher - Coles Catering	Released in full	N/A
27.	Minister's Office	14/12/2020	Petty Cash Reimbursement Voucher - NNQ Catering (\$199.91 actual)	Released in full	N/A

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**SCHEDULE OF DOCUMENTS – DHS/23/03029**

No	Author	Date	Description of document	Determination	Exemption clause
28.	Minister's Office	02/12/2020	Petty Cash Reimbursement Voucher - NNQ Catering (\$199.91 actual)	Released in full	N/A
29.	Minister's Office	02/12/2020	Petty Cash Reimbursement Voucher - - St George's Bakehouse Catering (\$199.91 actual)	Released in full	N/A
30.	Minister's Office	28/01/2021	Petty Cash Reimbursement Voucher - St George's Bakehouse Catering	Released in full	N/A
31.	Parliament South Australia, JPSC – Catering	09/02/2021	Invoice – Afternoon Tea – INV #18278	Released in full	N/A
32.	Parliament South Australia, JPSC – Catering	08/02/2021	Invoice – INV #513983	Released in full	N/A
33.	Parliament South Australia, JPSC – Catering	10/02/2021	Invoice – INV #514177	Released in full	N/A
34.	Minister's Office	09/03/2021	Petty Cash Reimbursement Voucher - NNQ Catering	Released in full	N/A
35.	Minister's Office	10/03/2021	Petty Cash Reimbursement Voucher - St George's Bakehouse Catering	Released in full	N/A
36.	Parliament South Australia, JPSC – Catering	09/03/2021	Invoice – INV #516561	Released in full	N/A
37.	Minister's Office	08/06/2021	Petty Cash Reimbursement Voucher - St George's Bakehouse Catering	Released in full	N/A
38.	Minister's Office	12/07/2021	Petty Cash Reimbursement Voucher - St George's Bakehouse Catering	Released in full	N/A
39.	Minister's Office	30/09/2021	Petty Cash Reimbursement Voucher - St George's Bakehouse Catering	Released in full	N/A
40.	Parliament South Australia, JPSC – Catering	30/07/2021	Invoice – Estimates Morning L/Council - INV #526544	Released in full	N/A
41.	Minister's Office	02/11/2021	Petty Cash Reimbursement Voucher - St George's Bakehouse Catering	Released in full	N/A

OFFICIAL

## SCHEDULE OF DOCUMENTS – DHS/23/03029

No	Author	Date	Description of document	Determination	Exemption clause
42.	Minister's Office	17/02/2022	Petty Cash Reimbursement Voucher - St George's Bakehouse Catering	Released in full	N/A

# Your Rights to Review and Appeal

## *Freedom of Information Act 1991*

### **INTERNAL REVIEW**

If you are dissatisfied with a determination made by the Department of Human Services in relation to:

- an FOI application for access to a document, or
- a request for amendment to your personal records; or
- a request to pay an advanced deposit or further fees and charges.

you are entitled to apply for an Internal Review of that determination.

### **How do I make a request for Internal Review?**

To make an application for an Internal Review you must:

- write a letter or lodge an Internal Review application to the Principal Officer of the Department of Human Services, and
- include the application fee of **\$40.75**.

The Department of Human Services accepts payment by money order or cheque.

### **What if I have a concession card?**

In some cases, the fee for an Internal Review can be waived. If you are the holder of a current concession card or if you can satisfy the agency that the payment of the fee would cause financial hardship, the agency may waive or remit the application fee.

If you are a concession cardholder you will need to provide evidence, eg: you should attach a copy of your concession card when you make the application. Alternatively, you should provide written reasons as to why the payment of a fee would cause you financial hardship.

### **How long does an Internal Review take?**

If you wish to make an application for Internal Review, you need to do so within 30 calendar days after the date of the determination.

You will be advised of the outcome of your Internal Review application within 14 calendar days of it being received by the agency.

If the agency does not deal with your Internal Review application within 14 calendar days, you are entitled to an External Review by the Ombudsman SA.

### **When can't I apply for an Internal Review**

If the determination was made by the Chief Executive of the Department of Human Services, and you are dissatisfied with that determination you cannot apply for an Internal Review. You can apply for an External Review by the Ombudsman SA or SACAT.

If you are dissatisfied with a decision to extend the timeframe to deal with your application, you cannot apply for an Internal Review. You can however seek an External Review by the Ombudsman SA.

### **Do I have to pay for a review of a fee or charge?**

Fees and charges are in accordance with section 53(3) of the FOI Act. Specifically, where an Agency determines a fee or charge you disagree with, it must, review that fee or charge and where appropriate reduce the fee.

A person seeking a review of a fee or charge is not required to pay an application fee or any other charge in relation to this review. Where the agency decides not to reduce the fee or charge and you are still dissatisfied, you can apply to the Ombudsman SA for an External Review.

## **EXTERNAL REVIEW**

Where a person is aggrieved by an agency's determination and that person has gone through the Internal Review process (or there was no right to Internal Review), that person can choose to apply to the Ombudsman SA or go directly to SACAT for an External Review. However, if an application for review of a determination has been made to the Ombudsman SA, SACAT cannot review the matter until that application has been decided.

Commencing a review with SACAT bars any right to apply for a review by the Ombudsman.

After an Internal Review has been completed, or where you are unable to apply for an Internal Review, and you are dissatisfied with the decision, you have the right to apply for an External Review.

### **How long will an External Review take and how much will it cost?**

If you wish to make an application for an External Review you must do so within 30 (calendar) days after the date of the determination. However, the Ombudsman SA can extend this time limit. There is no statutory time limit for External Review. The time taken to complete the review will depend on the size and complexity of your original request and the current workload of the officers who will be undertaking the review. You should discuss any concerns you have directly with the Ombudsman SA.

There is no fee or charge for investigations undertaken by the Ombudsman SA.

Telephone: (08) 8226 8699  
Toll free: 1800 182 150 (outside metro SA only)  
Facsimile: (08) 8226 8602  
Email: [ombudsman@ombudsman.sa.gov.au](mailto:ombudsman@ombudsman.sa.gov.au)

POSTAL ADDRESS  
PO Box 3651, Rundle Mall SA 5000

## **APPEAL TO THE SOUTH AUSTRALIAN CIVIL AND ADMINISTRATIVE TRIBUNAL (SACAT)**

Where a person is aggrieved by an agency's determination and that decision was made:

- by an accredited FOI officer who was not the principal officer of the agency; and
- without the direction of the principal officer or without the direction of a person or body to which the principal officer is responsible,

that person must first apply to the agency for an Internal Review before applying to SACAT.

There is a filing fee applicable for this type of application. Payment can be made online by credit card at the time of completing the online form, or by using one of the other options outlined in the payment section of the online form.

If you have any further questions please call SACAT on 1800 723 767 (and press menu option 3). The postal address for SACAT is GPO Box 2361, Adelaide SA 5001.

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

**Phone:** (08) 8237 9250

**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**Invoice Date:** 31 MAY 18

**To:** Lensink MLC, Hon Michelle  
Parliament House  
North Tce  
Adelaide SA 5000

**ABN:**

**Fax:**

## Tax Invoice

Date	Ref.	Invoice/CN	Description	GST	DR	CR	Balance															
1 MAY 18			Opening Balance		3.10		3.10															
8 MAY 18	792242	446999	POS Charge 3091654	0.23	2.50		5.60															
			<table border="1"> <thead> <tr> <th>Item Description</th> <th>Qty</th> <th>Price</th> <th>Discount</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>* Cafe Latte [SS]</td> <td>1.000</td> <td>1.90</td> <td></td> <td>1.90</td> </tr> <tr> <td>* Scone (Half)</td> <td>1.000</td> <td>0.60</td> <td></td> <td>0.60</td> </tr> </tbody> </table>	Item Description	Qty	Price	Discount	Extended	* Cafe Latte [SS]	1.000	1.90		1.90	* Scone (Half)	1.000	0.60		0.60				
Item Description	Qty	Price	Discount	Extended																		
* Cafe Latte [SS]	1.000	1.90		1.90																		
* Scone (Half)	1.000	0.60		0.60																		
9 MAY 18	792483	447214	POS Charge 3091768	0.12	1.35		6.95															
			<table border="1"> <thead> <tr> <th>Item Description</th> <th>Qty</th> <th>Price</th> <th>Discount</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>* Macchiato [SS]</td> <td>1.000</td> <td>1.35</td> <td></td> <td>1.35</td> </tr> </tbody> </table>	Item Description	Qty	Price	Discount	Extended	* Macchiato [SS]	1.000	1.35		1.35									
Item Description	Qty	Price	Discount	Extended																		
* Macchiato [SS]	1.000	1.35		1.35																		
10 MAY 18	792712	447388	POS Charge 3091834	0.17	1.90		8.85															
			<table border="1"> <thead> <tr> <th>Item Description</th> <th>Qty</th> <th>Price</th> <th>Discount</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>* Long Black [DS]</td> <td>1.000</td> <td>1.90</td> <td></td> <td>1.90</td> </tr> </tbody> </table>	Item Description	Qty	Price	Discount	Extended	* Long Black [DS]	1.000	1.90		1.90									
Item Description	Qty	Price	Discount	Extended																		
* Long Black [DS]	1.000	1.90		1.90																		
14 MAY 18	792945	447579	POS Charge 3091953	0.17	3.10		11.95															
			<table border="1"> <thead> <tr> <th>Item Description</th> <th>Qty</th> <th>Price</th> <th>Discount</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>* Long Black [DS]</td> <td>1.000</td> <td>1.90</td> <td></td> <td>1.90</td> </tr> <tr> <td>Apple</td> <td>1.000</td> <td>1.20</td> <td></td> <td>1.20</td> </tr> </tbody> </table>	Item Description	Qty	Price	Discount	Extended	* Long Black [DS]	1.000	1.90		1.90	Apple	1.000	1.20		1.20				
Item Description	Qty	Price	Discount	Extended																		
* Long Black [DS]	1.000	1.90		1.90																		
Apple	1.000	1.20		1.20																		
15 MAY 18	793150	447764	POS Charge 3091996		2.40		14.35															
			<table border="1"> <thead> <tr> <th>Item Description</th> <th>Qty</th> <th>Price</th> <th>Discount</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>Banana</td> <td>1.000</td> <td>1.20</td> <td></td> <td>1.20</td> </tr> <tr> <td>PH8 Water</td> <td>1.000</td> <td>1.20</td> <td></td> <td>1.20</td> </tr> </tbody> </table>	Item Description	Qty	Price	Discount	Extended	Banana	1.000	1.20		1.20	PH8 Water	1.000	1.20		1.20				
Item Description	Qty	Price	Discount	Extended																		
Banana	1.000	1.20		1.20																		
PH8 Water	1.000	1.20		1.20																		



Date	Ref	Inv	Description	GST	DR	CR	Balance
15 MAY 18	793152	447766	POS Charge 3091998	0.49	5.40		19.75
			└ Item Description				
			* Bread Multi-Grain				1.00
			* Butter				0.20
			* Tomato				1.70
			* Tea				1.20
			* Tea [Herbal]				1.30
15 MAY 18	793184	447798	POS Charge 3092037	0.23	2.50		22.25
			└ Item Description				
			* Scone (Half)				1.20
			* Tea [Herbal]				1.30
16 MAY 18	793330	447930	POS Charge 3092164	0.35	3.80		26.05
			└ Item Description				
			* Cafe Latte [SS]				3.80
16 MAY 18	793331	447931	POS Charge 3092165	0.24	2.65		28.70
			└ Item Description				
			* Bread White				1.00
			* Butter				0.10
			* Tomato				0.85
			* Cheese				0.70
16 MAY 18	793349	447949	POS Charge 3092185	0.17	1.90		30.60
			└ Item Description				
			* Cafe Latte [SS]				1.90
16 MAY 18	793364	447964	POS Charge 3092201	0.41	4.50		35.10
			└ Item Description				
			* Flat White [SS]				1.90
			* Tea [Herbal]				2.60
16 MAY 18	793466	448057	POS Charge 4286034	0.21	2.30		37.40
			└ Item Description				
			* Soup Ladle Full				2.30
17 MAY 18	793663	448242	POS Charge 3092282	0.40	4.45		41.85
			└ Item Description				
			* Bread Multi-Grain				1.00
			* Tomato				0.85
			* Cheese				0.70
			* Flat White [SS]				1.90
28 MAY 18	794289	448746	POS Charge 3092561		3.70		45.55
			└ Item Description				
			Yoghurt Vanilla Bean				3.70
31 MAY 18	795219	449216	POS Charge 4287992	0.74	8.15		53.70
			└ Item Description				
			* [Nachos] Cheese				0.60

Date	Ref	Inv	Description		GST	DR	CR	Balance
			* [Nachos] Concarne	1.000	2.95	2.95		
			* [Nachos] Guacamole	1.000	1.30	1.30		
			* Fruit Salad	1.000	3.30	3.30		
<b>31 MAY 18</b>	<b>795317</b>	<b>449306</b>	<b>POS Charge 3092813</b>			<b>0.35</b>	<b>3.80</b>	<b>57.50</b>
			└ Item Description	Qty	Price	Discount	Extended	
			* Cafe Latte [SS]	2.000	1.90		3.80	
<b>31 MAY 18</b>	<b>795334</b>	<b>449323</b>	<b>POS Charge 3092831</b>			<b>0.12</b>	<b>1.35</b>	<b>58.85</b>
			└ Item Description	Qty	Price	Discount	Extended	
			* Macchiato [SS]	1.000	1.35		1.35	
							<b>Total Amount Due:</b>	<b>\$58.85</b>
* Indicates taxable supply							<b>Total GST for Statement:</b>	<b>\$4.40</b>



TOWN HALL

ABN: 20 903 762 572

Minister For Human Services  
Level 12 South, 1 King William Street  
ADELAIDE SA 5000

ATTN: Rachael Hamilton

For: Women's Information Service 40th Celebration

Event Contact: Diana Andreula  
Phone No: (08) 8203 7410

**TAX INVOICE**

Invoice Date: 17/08/2018

Due Date: 24/08/2018

Customer No: 13239

Invoice No: AT520754

Amount: \$4,040.00

Description	GST EX	GST	GST INC
Banqueting Room Hire 16/08/2018	1,218.18	121.82	1,340.00
Cocktail Package 16/08/2018	2,454.55	245.45	2,700.00
<b>TOTAL AMOUNT</b>	<b>\$3,672.73</b>	<b>\$367.27</b>	<b>\$4,040.00</b>
<b>Current Total Outstanding</b>			<b>\$4,040.00</b>

**ONLINE PAYMENT NOW AVAILABLE**

**PAYMENT OPTIONS**

**Online Payment**

Payment may be made from the Council's secure online payments system via Mastercard or Visa.

Go to [www.adelaidecitycouncil.com/payinvoice](http://www.adelaidecitycouncil.com/payinvoice)

Internet Payment Reference: 13239-AT520754

**Payment by Mail**

Payment can be made by cheque or Money Order made payable to City of Adelaide and sent to GPO Box 1732, Adelaide SA 5001. Please include this portion of the invoice.

**Payment by Phone**

Telephone payments may be made using Mastercard or Visa by calling 8203 7203 between 8:30am and 5:00pm Mon-Fri. Have your notice and credit card ready.

**Payment in Person**

Payments are accepted at the Customer Service Centre at 25 Pirie St., Adelaide. Pay by EFTPOS, Credit Card, Cash, Money Order or Cheque.

Due Date: 24/08/2018

Customer No: 13239

Invoice No: AT520754

Amount: \$4,040.00

**TERMS STRICTLY 7 DAYS**

**Payment by Direct Deposit**

Payment may be made directly to the Council's bank account. The Lodgement Reference must be part of the narration on the transaction.

Bank Account: 085-115 664657814

Lodgement Reference: AR13239

128 King William Street Adelaide SA 5000  
GPO Box 2252 Adelaide SA 5001  
Phone +61 8 8203 7500  
adelaideTownhall.com.au



CITY OF ADELAIDE

EPICURE



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	13/9/18
Name	Janette Marlock
Supplier	Eck Trading - Cafe
Description and Purpose of Purchase	DV Round table catering lunch.

Petty Cash Advanced	YES/NO <input checked="" type="radio"/>
Amount Advanced	

## 2. Actual Expense Incurred

Amount (Excluding GST)	45.45
GST	5.00
Total (Including GST)	50.00
Cash Reimbursed To	Janette Marlock
Signature	<i>Janette</i>

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9296	B2057	77586
F			
F			

This expense was necessarily incurred for business purposes YES/NO  
Is this payment for a private benefit YES/NO

## 4. Certification

Goods/ Services received  
Calculations Correct  
Amount not previously paid  
Tax Receipt attached

Checked by:

## 5. Authorisation

Approved Under Delegated Authority  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DCSI policy for legitimate business purposes
Signature	<i>AH</i>
Phone Number	0463 3388

### \*ATTACH RECEIPTS

LIEDC\*  
LUNCH.



ANZ CUSTOMER COPY

ECK TRADING PTY LTD

1 JUBILEE HWY E  
MOUNT GAMBIER SA5290

Missing Invoice

If you have no invoice complete

(If missing invoice, the

TERMINAL ID 0778507950

VISA (C) CR

236

CUR AUD \$50.00

Visa Credit

ACCOUNT ID A0000000031010

REASON FOR PUR 0000000000

MISSING INVOICE REASON 00 P00007 ATC 0572

APPROVED AUTH 630267

STAN 015323

13/09/18 14:17

Approval by Qu

Ap

THANK YOU FOR YOUR CUSTOM PLEASE RETAIN FOR YOUR RECORD

Name	
Signature	
Date	

Added to Missing Invoice Register  Returned to Custodian

FOR MULTIPLE RECEIPTS PLEASE PHOTOCOPY OR PASTE ONTO A4 PAGE



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	12 / 9 / 18
Name	Amanda Hockings
Supplier	Haight's
Description and Purpose of Purchase	Chocolates

Petty Cash Advanced	YES/ NO <input checked="" type="radio"/>
Amount Advanced	

## 2. Actual Expense Incurred

Amount (Excluding GST)	30.86
GST	3.09
Total (Including GST)	33.95
Cash Reimbursed To	Amanda Hockings
Signature	<i>[Signature]</i>

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 2 9 6 B	2 0 5	7 7 5 8 6
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

## 5. Authorisation

### Approved Under Delegated Authority

No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DCSI policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	8463 3388

# HAIGH'S

## CHOCOLATES

Haigh Retail Trust      Beehive Corner  
 ABN 70 509 741 385      Tax Invoice

Chocolate Storage tips:  
 The optimum temperature for storing chocolate is 15-20 degrees Celsius. During hot weather avoid leaving chocolate in a parked car and store away from heat and light.

If inv (If r

Pe Flc Re Mis

#10010/2/3651 - 2078      12/09/2018/16:00

1954      1.000      33.95      33.95  
 GIFT BOX MK&DK CHOC SQRS 140G

App Total      AUD      33.95

No of items 1.000

Nai	Your payment	
Sig	CASH	40.00
Dat	Change	6.05

<input type="checkbox"/> A	GST %	Net	Gross	GST
	10.000	30.86	33.95	3.09

You were served by SOPHIE

### Conditions of Sale and Exchange Policy:

Goods purchased in this retail store are not to be resold without permission.

Due to food handling regulations, we are unable to exchange products or accept returns unless there is a product fault.

FOR MULTIPLE RECEIPTS PLEASE PHOTOCOPY OR PASTE ONTO A4 PAGE

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

**Phone:** (08) 8237 9250

**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**

Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**ABN:**

**Fax:**

**Tax Invoice**

Invoice Number: IN-16619		Invoice Date: 25/09/18		Terms: 60 days		Page 1 / 1	
Qty	Code	Description	Price	Discount	Extended	GST	
	1980	Estimates Morning Tea					*
20.000	191	Brewed Coffee/Tea	1.30		26.00		*
1.000	2410	Nippys OJ 2L	5.80		5.80		*
2.000	6104	Linen-Table Cloth	2.70		5.40		*
40.000	426	Scone [Half]	0.60		24.00		*
1.000	459	Delivery Lounge	5.50		5.50		*
<b>Total Tax Invoice Amount:</b>					<b>\$66.70</b>		
Total Includes GST of:					\$6.06		

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000

**Parliament South Australia**

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GPO Box 292  
Adelaide SA 5001

**Deliver To:**

**ABN:**

GPO Box 292

**Fax:**

Adelaide SA 5001

**Tax Invoice**

Invoice Number: 461145		Invoice Date: 6/11/18		Terms: 60 days		Page 1 / 1	
Qty	Code	Description	Price	Discount	Extended	GST	
1.000	13638	BalRm MTea Delivery	5.50		5.50	*	
30.000	191	Brewed Coffee/Tea	1.30		39.00	*	
60.000	16943	Biscuit [Emmaline]	0.75		45.00	*	
2.000	2420	Nippys OJ 1L Carafe	3.00		6.00	*	
2.000	6104	Linen-Table Cloth	2.70		5.40	*	
<b>Total Tax Invoice Amount:</b>					<b>\$100.90</b>		
Total Includes GST of:					\$9.17		

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

**Phone:** (08) 8237 9250

**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**

Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**ABN:**

**Fax:**

**Tax Invoice**

Invoice Number: IN-16435		Invoice Date: 26/07/18		Terms: 60 days		Page 1 / 1	
Qty	Code	Description	Price	Discount	Extended	GST	
	1980	Universal Design Briefing					*
20.000	191	Brewed Coffee/Tea	1.30		26.00		*
1.000	2410	Nippys OJ 2L	5.80		5.80		*
1.000	6104	Linen-Table Cloth	2.70		2.70		*
4.000	16739	Linen-Serviette	0.35		1.40		*
20.000	16825	S'wich [Gourmet]	6.60		132.00		*
40.000	16943	Biscuit [Emmaline's]	0.75		30.00		*
1.000	464	PlazRm ATea Delivery	5.50		5.50		*
<b>Total Tax Invoice Amount:</b>					<b>\$203.40</b>		
Total Includes GST of:					\$18.49		

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000



**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

**Phone:** (08) 8237 9250

**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**

Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**ABN:**

**Fax:**

**Tax Invoice**

Invoice Number: IN-17221		Invoice Date: 10/04/19		Terms: 60 days		Page 1 / 1	
Qty	Code	Description	Price	Discount	Extended	GST	
	1980	SA Youth Week					*
60.000	191	Brewed Coffee/Tea	1.30		78.00		*
3.000	2410	Nippys OJ 2L	5.80		17.40		*
5.000	6104	Linen-Table Cloth	2.70		13.50		*
120.000	426	Scone [Half]	0.60		72.00		*
15.000	432	Platter P/P Fruit	4.85		72.75		*
		<b>Other Items</b>					
		Wages Reimbursement	136.19		\$136.19		*
		JPSC Function Surcharge (30%)	37.86		\$37.86		*
<b>Total Tax Invoice Amount:</b>					<b>\$427.70</b>		
Total Includes GST of:					\$38.88		

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

**Phone:** (08) 8237 9250

**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**

Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**ABN:**

**Fax:**

**Tax Invoice**

Invoice Number: IN-17337		Invoice Date: 31/05/19		Terms: 60 days		Page 1 / 1	
Qty	Code	Description	Price	Discount	Extended	GST	
	1980	125 Years Of Womens Suffrage					*
50.000	191	Brewed Coffee/Tea	1.30		65.00		*
5.000	2410	Nippys OJ 2L	5.80		29.00		
50.000	426	Scone [Half]	0.60		30.00		*
50.000	16943	Biscuit [Emmaline's]	0.75		37.50		*
10.000	432	Platter P/P Fruit	4.85		48.50		*
6.000	6104	Linen-Table Cloth	2.70		16.20		*
1.000	13643	OldCh MTea Delivery	5.50		5.50		*
<b>Total Tax Invoice Amount:</b>					<b>\$231.70</b>		
Total Includes GST of:					\$18.43		

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

**Phone:** (08) 8237 9250

**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**

Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**ABN:**

**Fax:**

**Tax Invoice**

Invoice Number: IN-17399		Invoice Date: 19/06/19		Terms: 60 days		Page 1 / 1	
Qty	Code	Description	Price	Discount	Extended	GST	
	1980	Briefing Language & Extremism					*
35.000	191	Brewed Coffee/Tea	1.30		45.50		*
35.000	436	Cocktail Food Sales	13.60		476.00		*
4.000	6104	Linen-Table Cloth	2.70		10.80		*
15.000	16739	Linen-Serviette	0.35		5.25		*
1.000	2410	Nippys OJ 2L	5.80		5.80		*
10.000	71120	B'ford Spark Water	3.40		34.00		*
2.000	2661	Coke 1.25L	3.60		7.20		*
1.000	70176	Solo Lemon 1.25L	3.50		3.50		*
1.000	466	BalRm ETea Delivery	5.50		5.50		*
36.000	436	Spring Rolls	1.40		50.40		*
<b>Total Tax Invoice Amount:</b>					<b>\$643.95</b>		
Total Includes GST of:					\$58.54		

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

**Phone:** (08) 8237 9250

**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**

Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**ABN:**

**Fax:**

**Tax Invoice**

Invoice Number: IN-17525		Invoice Date: 26/07/19		Terms: 60 days		Page 1 / 1	
Qty	Code	Description	Price	Discount	Extended	GST	
	1980	Estimates Morning Tea					*
15.000	191	Brewed Coffee/Tea	1.30		19.50		*
2.000	2410	Nippys OJ 2L	5.80		11.60		*
3.000	6104	Linen-Table Cloth	2.70		8.10		*
30.000	426	Scone [Half]	0.60		18.00		*
1.000	459	DeliveryA-Extra Item	5.50		5.50		*
<b>Total Tax Invoice Amount:</b>					<b>\$62.70</b>		
Total Includes GST of:					\$5.70		

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

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**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**

Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**ABN:**

**Fax:**

**Tax Invoice**

Invoice Number: IN-17715		Invoice Date: 11/09/19		Terms: 60 days		Page 1 / 1	
Qty	Code	Description	Price	Discount	Extended	GST	
	1980	Equal Pay Day Buffet Dinner					*
50.000	16568	Buffet Sales	28.45		1,422.50		*
5.000	16912	PH Red Label	11.90		59.50		*
4.000	70214	PH Green Label	11.10		44.40		*
3.000	70410	PH Yellow Label	11.90		35.70		*
5.000	1217	PH Blue Label	6.60		33.00		*
1.000	2410	Nippys OJ 2L	5.80		5.80		*
6.000	71120	B'ford Spark Water	3.40		20.40		*
2.000	2661	Coke 1.25L	3.60		7.20		*
1.000	70176	Solo Lemon 1.25L	3.50		3.50		*
17.000	6104	Linen-Table Cloth	2.70		45.90		*
50.000	16739	Linen-Serviette	0.35		17.50		*
1.000	466	BalRm ETea Delivery	5.50		5.50		*
50.000	191	Brewed Coffee/Tea	1.30		65.00		*
<b>Total Tax Invoice Amount:</b>					<b>\$1,765.90</b>		
Total Includes GST of:					\$160.54		

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

**Phone:** (08) 8237 9250

**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**

**ABN:**

GPO Box 292

**Fax:**

Adelaide SA 5001

<h1 style="margin: 0;">Tax Invoice</h1>
---

<b>Invoice Number:</b> 487919	<b>Invoice Date:</b> 28/11/19	<b>Terms:</b> 60 days	<b>Page</b> 1 / 1
-------------------------------	-------------------------------	-----------------------	-------------------

Qty	Code	Description	Price	Discount	Extended	GST
2.000	2962	Cappuccino [SS]	1.90		3.80	*
2.000	2953	Cafe Latte [SS]	1.90		3.80	*
10.000	426	Scone (Half)	0.60		6.00	*
<b>Total Tax Invoice Amount:</b>					<b>\$13.60</b>	
Total Includes GST of:					\$1.24	

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
 Adelaide SA 5000  
**Phone:** (08) 8237 9250  
**Fax:** (08) 8237 9494  
**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
 GPO Box 292  
 Adelaide SA 5001

**Deliver To:**  
 Office of Minister Lensink  
 GPO Box 292  
 Adelaide SA 5001

**ABN:**  
**Fax:**

## Tax Invoice

**Invoice Number:** IN-17596      **Invoice Date:** 27/08/19      **Terms:** 60 days      **Page** 1 / 1

Qty	Code	Description	Price	Discount	Extended	GST
	1980	Zonta 100th Birthday				*
50.000	191	Brewed Coffee/Tea	1.30		65.00	*
100.000	426	Scone [Half]	0.60		60.00	*
20.000	432	Platter P/P Fruit	4.85		97.00	*
3.000	2410	Nippys OJ 2L	5.80		17.40	*
4.000	6104	Linen-Table Cloth	2.70		10.80	*
1.000	13643	OldCh MTea Delivery	5.50		5.50	*
<b>Total Tax Invoice Amount:</b>					<b>\$255.70</b>	
Total Includes GST of:					\$23.25	

\* Indicates taxable supply

Bank transfer payments:  
 Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
 Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
 JPSC-Catering  
 Parliament House  
 North Tce  
 ADELAIDE SA 5000



# PETTY CASH REIMBURSEMENT VOUCHER

### 1. Expense Details

Date	20 december
Name	Joanne mets
Supplier	NNQ
Description and Purpose of Purchase	catering

Petty Cash Advanced	<input checked="" type="radio"/> YES/ NO
Amount Advanced	

### 2. Actual Expense Incurred

Amount (Excluding GST)	\$147.06
GST	\$16.34
Total (Including GST)	\$163.40
Cash Reimbursed To	
Signature	

### 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 2 9 6	8 2 0 5	7 7 5 8 6
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

### 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

### 5. Authorisation

**Approved Under Delegated Authority**  
 No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DCSI policy for legitimate business purposes
Signature	
Phone Number	84 63 3308

## \*ATTACH RECEIPTS HERE\*

Missing Tax Invoice greater than \$10.00

If you have not been provided with, misplaced or lost your tax invoice complete details and forward to the Quality Assurance Officer for approval.  
 (If missing invoice is \$10.00 or less, it may be reimbursed under the normal authorisation by the Delegate)

Petty Cash Float Vendor	
Reason for Missing Invoice	

Approval by Quality Assurance, Risk and Business Improvement

Approved by Quality Assurance Officer

Name	
Signature	
Date	

Added to Missing Invoice Register  Returned to Custodian

FOR MULTIPLE RECEIPTS PLEASE  
PHOTOCOPY OR PASTE ONTO A4 PAGE



\$163.4

3RD BY MNC  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

ACCOUNT LEVEL: 807001011 LV12

DATE: 25-01-2019 10:40:29 AM

COFFEE	\$	3.80
FLAT WHITE	\$	11.40
quantity : 3 @ \$3.80 each		
FLAT WHITE	\$	3.80
IN MILK		
LATTE	\$	3.80
LATTE	\$	7.60
quantity : 2 @ \$3.80 each		
	\$	8.00
quantity : 2 @ \$4.00 each		
FRESH BREAKFAST		

total for 10 items	\$	38.40
GST	\$	3.45

IF YOU PAY BY:		
CASH, EFTPOS, OR DEBIT	\$	38.40
credit 15%	\$	5.76

TIP AMOUNT: .....

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-services.com.au

3RD BY MNC  
1 KING WILLIAM STREET  
ABN 8070010

ACCOUNT LEVEL: 807001011 LV12

ONE ITEM : 151N  
25-01-2019 10:28:25 AM

ITEM	\$	4.70
for 1 items	\$	4.70
	\$	0.00
ENTERED	\$	4.70

ITEMS GST ITEM  
ITEMS DISCOUNTED ITEM

TAX INVOICE

System Provider  
www.retail-services.com.au

3RD BY MQ  
 1 KING WILLIAM STREET  
 ABN 87558070010

YOUR BILL

ACCOUNT COFFEE TABLE RACHAEL LV12

Bill : TWO CTK : .  
 Date : 22-Oct-2019 09:46:29 AM

ESPRESSO	\$	3.00
MALL FLAT WHITE	\$	11.00
Quantity : 3 @ \$3.80 each		
MALL FLAT WHITE	\$	3.80
SKIM MILK		
MALL LATTE	\$	3.80
MALL LATTE	\$	7.60
Quantity : 2 @ \$3.80 each		
TOASTING ROLLS	\$	7.00
Quantity : 2 @ \$4.00 each		
ENGLISH BREAKFAST	\$	8.00

Total for 11 Items \$ 41.20

IF YOU PAY BY:  
 CASH, EFTPOS, ON ORDER \$ 45.40  
 UBER + 15% \$ 52.21

TIP AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
 % INDICATES DISCOUNTED ITEM

System Provider  
[www.retail-solutions.com.au](http://www.retail-solutions.com.au)

\*\*\*\*\*  
 \* REPRINTED RECEIPT \*  
 \*\*\*\*\*

3RD BY MQ  
 1 KING WILLIAM STREET  
 ABN 87558070010

COFFEE ACCOUNTS TABLE MINISTER LENSINK

Bill : TWO CTK : .  
 Date : 06-Nov-2019 09:29:44 AM

LARGE LATTE	\$	4.70
EA	\$	4.00
>>ENGLISH BREAKFAST		
EA	\$	4.00
>>ENGLISH BREAKFAST		
EA	\$	4.00
>>ENGLISH BREAKFAST		

Total for 4 Items \$ 16.70  
 GST \$ 1.52

EFTPOS (PREVIOUSLY) \$ 16.70

INDICATES GST ITEM  
 % INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider  
[www.retail-solutions.com.au](http://www.retail-solutions.com.au)

3RD BY NINO  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE ACCOUNTS TABLE MINISTER LENSINK

Till : ONE CLK : BELLA  
Date : 08-Nov-2019 09:21:10 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70  
GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, ON ORDER \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au

3RD BY NINO  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE ACCOUNTS TABLE MINISTER LENSINK

Till : ONE CLK : BELLA  
Date : 11-Nov-2019 10:36:45 AM

LARGE LATTE \$ 4.70

Total for 1 Items \$ 4.70  
GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, ON ORDER \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au

3RD BY NING  
1 KING WILLIAM STREET  
ABN 87558070010

OFFEE ACCOUNTS TABLE MINISTER LENSINK

Bill : ONE C1k : 131H  
Date : 12-Nov-2019 08:40:09 AM

SMALL LATTE \$ 4.70\*

1 for 1 Items \$ 4.70  
GST \$ 0.43

TOTAL \$ 4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider  
www.retail-solutions.com.au

3RD BY NING  
1 KING WILLIAM STREET  
ABN 87558070010

### YOUR BILL

OFFEE ACCOUNTS TABLE MINISTER LENSINK

Bill : ONE C1k : .  
Date : 15-Nov-2019 01:58:27 PM

SMALL LATTE \$ 3.80\*

Total for 1 Items \$ 3.80  
GST \$ 0.38

IF YOU PAY BY:  
CASH, EFTPOS, OR ORDER \$ 3.80  
UBER + 15% \$ 4.38

TIP AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Bill : ONE CTK : JEN  
Date : 20-Nov-2019 11:53:18 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70  
GST \$ 0.43

YOU PAY BY:  
EFTPOS, ON ORDER \$ 4.70  
+ 15% \$ 5.40

AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Bill : TWO CTK : JEN  
Date : 21-Nov-2019 11:08:19 AM

LARGE LATTE \$ 4.70\*  
SMALL LATTE \$ 3.80\*

Total for 2 Items \$ 8.50  
GST \$ 0.77

EFTPOS TENDERED \$ 8.50

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider  
www.retail-solutions.com.au

3RD BY NNQ  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

FREE TABLE MINISTER LENSINK

TABLE : ONE CTK : 1.00  
DATE : 25 Nov 2019 02:29:40 PM

GRAND LATTE	\$	4.70*
-----		
Total for 1 Items	\$	4.70
	\$	0.43

YOU PAY BY:		
SH, EFTPOS, ON ORDER	\$	4.70
TAX @ 15%	\$	0.43

TIP AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au

3RD BY NNQ  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

FREE TABLE MINISTER LENSINK

TABLE : TWO CTK : 1.00  
DATE : 04-Dec-2019 09:38:18 AM

GRAND LATTE	\$	4.70*
COCONUT RICE & FRUIT (XOI NEP)	\$	12.00*
-----		
Total for 2 Items	\$	16.70
	\$	1.52

YOU PAY BY:		
SH, EFTPOS, ON ORDER	\$	16.70
TAX @ 15%	\$	1.52

TIP AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au



Government of South Australia  
Department for Communities  
and Social Inclusion

# PETTY CASH REIMBURSEMENT VOUCHER

### 1. Expense Details

Date	20 December
Name	Joanne Metz
Supplier	NNO
Description and Purpose of Purchase	catering

Petty Cash Advanced	(YES/NO)
Amount Advanced	

### 2. Actual Expense Incurred

Amount (Excluding GST)	
GST	
Total (Including GST)	\$66.60
Cash Reimbursed To	
Signature	

### 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	92 96	B 2 0 5	7 7 5 8 6
F			
F			

This expense was necessarily incurred for business purposes YES/NO  
Is this payment for a private benefit YES/NO

### 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

### 5. Authorisation

Approved Under Delegated Authority  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	D12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DCSI policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	84635888

**\*ATTACH RECEIPTS  
HERE\***

Missing Tax Invoice greater than \$10.00  
If you have not been provided with, misplaced or lost your tax invoice complete details and forward to the Quality Assurance Officer for approval.  
(If missing invoice is \$10.00 or less, it may be reimbursed under the normal authorisation by the Delegate)

Petty Cash Float Vendor	PCSA1027
Reason for Missing Invoice	Supplier unable to provide receipt of time of payment.

Approval by Quality Assurance, Risk and Business Improvement

Approved by Quality Assurance Officer

Name	STEVE GREVEY
Signature	<i>[Signature]</i>
Date	6/11/20

Added to Missing Invoice Register  Returned to Custodian

FOR MULTIPLE RECEIPTS PLEASE  
PHOTOCOPY OR PASTE ONTO A4 PAGE

NO GST



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	27 February 2020
Name	Pina Rossi
Supplier	NNQ
Description and Purpose of Purchase	Catering

Petty Cash Advanced	YES/NO
Amount Advanced	\$100-

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$89.87
GST	\$9.03
Total (Including GST)	\$98.90
Cash Reimbursed To	Pina Rossi
Signature	

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 2 9 6	B 2 0 5	7 7 5 8 6
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

Goods/ Services received  
Calculations Correct  
Amount not previously paid  
Tax Receipt attached

Checked by:

## 5. Authorisation

Approved Under Delegated Authority

No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	PI 2029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DCSI policy for legitimate business purposes
Signature	
Phone Number	0463 3388

**\*ATTACH RECEIPTS  
HERE\***

Missing Tax Invoice greater than \$10.00

If you have not been provided with, misplaced or lost your tax invoice complete details and forward to the Quality Assurance Officer for approval.

(If missing invoice is \$10.00 or less, it may be reimbursed under the normal authorisation by the Delegate)

Petty Cash Float Vendor	
Reason for Missing Invoice	

Approval by Quality Assurance, Risk and Business Improvement

Approved by Quality Assurance Officer

Name	
Signature	
Date	

Added to Missing Invoice Register  Returned to Custodian

FOR MULTIPLE RECEIPTS PLEASE  
PHOTOCOPY OR PASTE ONTO A4 PAGE



1 KING WILLIAM STREET  
ABN 87558070010

COFFEE ACCOUNT NUMBER MINISTER LENSINK

Bill : ONE Ck : .BE  
Date : 13 Nov 2019 11:40:21 AM

LARGE LATTE \$ 4.70\*

Total for 1 Item \$ 4.70  
GST \$ 0.43

NET TOTAL \$ 4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICED

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

### YOUR BILL

COFFEE TABLE MINISTER LENSINK

Bill : TWO Ck : .BE  
Date : 06-Dec-2019 11:40:21 AM

LARGE LATTE \$ 4.70\*

Total for 1 Item \$ 4.70  
GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, ON ORDER \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Time : ONE CLK : .  
Date : 10-Dec-2019 08:59:47 AM

LARGE CAPPUCCINO	\$	4.70*
LARGE FLAT WHITE	\$	4.70*
LARGE LATTE	\$	4.70*
PICCOLO	\$	3.80*

Total for 4 Items	\$	17.90
GST	\$	1.63

IF YOU PAY BY:  
CASH, EFTPOS, ON ORDER \$ 17.90  
UBER + 15% \$ 20.58

TIP AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

\$36.7

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Time : ONE CLK : .  
Date : 11-Dec-2019 08:59:47 AM

LARGE LATTE	\$	4.70*
-------------	----	-------

Total for 1 Items	\$	4.70
GST	\$	0.43

IF YOU PAY BY:  
CASH, EFTPOS, ON ORDER \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Till : ONE CLK :  
Date : 18-Dec-2019 10:24:56 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70  
GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, ON ORDER \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: \_\_\_\_\_

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Till : ONE CLK :  
Date : 04-Feb-2020 09:07:04 AM

LARGE FLAT WHITE \$ 4.70\*  
LARGE LATTE \$ 4.70\*  
PICCOLO \$ 7.60\*

Quantity : 2 @ \$4.70 each

Total for 4 Items \$ 17.00  
GST \$ 1.55

EFTPOS TENDERED \$ 17.00

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider  
www.retail-solutions.com.au

\$264

3RD BY NNO  
1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Till : TWO C1K : .BIN  
Date : 05-Feb-2020 09:11:34 AM

LARGE LATTE	\$	4.70*
<hr/>		
Total for 1 Items	\$	4.70
GST	\$	0.43
<hr/>		
EFTPOS TENDERED	\$	4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider  
[www.retail-solutions.com.au](http://www.retail-solutions.com.au)

3RD BY NNO  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Till : ONE C1K : .BIN  
Date : 10-Feb-2020 12:54:09 PM

LARGE LATTE	\$	4.70*
<hr/>		
Total for 1 Items	\$	4.70
GST	\$	0.43
<hr/>		
IF YOU PAY BY:		
CASH, EFTPOS, OR ORDER	\$	4.70
UBER + 15%	\$	5.40

TIP AMOUNT: .....

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
[www.retail-solutions.com.au](http://www.retail-solutions.com.au)

35.8

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Till : TWO CLK ;  
Date : 12-Feb-2020 10:01:22 AM

LARGE LATTE	\$	4.70*
<hr/>		
Total for 1 Items	\$	4.70
GST	\$	0.43
<hr/>		
EFTPOS TENDERED	\$	4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

Total : 98.9

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Till : TWO CLK ; QUYNH LITTLE  
Date : 17-Feb-2020 12:46:25 PM

LARGE LATTE	\$	4.70*
<hr/>		
Total for 1 Items	\$	4.70
GST	\$	0.43
<hr/>		
EFTPOS TENDERED	\$	4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Till : TWO CLK : .BIN  
Date : 18-Feb-2020 10:36:20 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70  
GST \$ 0.43

EFTPOS TENDERED \$ 4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Till : ONE CLK : .BIN  
Date : 24-Feb-2020 12:48:17 PM

LARGE LATTE \$ 4.70\*  
SMALL LATTE \$ 3.80\*

Total for 2 Items \$ 8.50  
GST \$ 0.77

IF YOU PAY BY:  
CASH, EFTPOS, OR DEBIT \$ 8.50  
UBER + 12% \$ 9.78

TIP AMOUNT: \$ 1.28

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Till : TWO CLK : .BIN  
Date : 26-Feb-2020 01:27:36 PM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70  
GST \$ 0.43

EFTPOS TENDERED \$ 4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider  
www.retail-solutions.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Till : ONE CLK : .BIN  
Date : 26-Feb-2020 03:10:01 PM

SMALL LATTE \$ 3.80\*

Total for 1 Items \$ 3.80  
GST \$ 0.35

EFTPOS TENDERED \$ 3.80

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Till : ONE CLK : .BIN  
Date : 27-Feb-2020 12:01:29 PM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70  
GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, OR DEBIT \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: .....

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

**Phone:** (08) 8237 9250

**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**

Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**ABN:**

**Fax:**

**Tax Invoice**

Invoice Number: IN-17918		Invoice Date: 19/02/20		Terms: 60 days		Page 1 / 1	
Qty	Code	Description	Price	Discount	Extended	GST	
	1980	Economic Security Women Forum					*
40.000	191	Brewed Coffee/Tea	1.30		52.00		*
4.000	2410	Nippys OJ 2L	5.80		23.20		*
6.000	6104	Linen-Table Cloth	2.70		16.20		*
80.000	426	Scone [Half]	0.60		48.00		*
10.000	432	Platter P/P Fruit	4.85		48.50		*
40.000	71052	Lamington/Mini	1.00		40.00		*
1.000	13638	BalRm MTea Delivery	5.50		5.50		*
<b>Total Tax Invoice Amount:</b>					<b>\$233.40</b>		
Total Includes GST of:					\$21.22		

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000



**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce  
Adelaide SA 5000

**Phone:** (08) 8237 9250

**Fax:** (08) 8237 9494

**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**  
Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**ABN:**  
**Fax:**

<h2 style="margin: 0;">Tax Invoice</h2>
---

<b>Invoice Number:</b> IN-18005	<b>Invoice Date:</b> 12/03/20	<b>Terms:</b> 60 days	<b>Page</b> 1 / 1
---------------------------------	-------------------------------	-----------------------	-------------------

Qty	Code	Description	Price	Discount	Extended	GST
	1980	Social Services Forum				*
30.000	191	Brewed Coffee/Tea	1.30		39.00	*
3.000	2410	Nippys OJ 2L	5.80		17.40	*
6.000	6104	Linen-Table Cloth	2.70		16.20	*
60.000	426	Scone [Half]	0.60		36.00	*
30.000	427	Danish [Assorted]	1.30		39.00	*
10.000	432	Platter P/P Fruit	4.85		48.50	*
1.000	463	OldCh ATea Delivery	5.50		5.50	*
<b>Total Tax Invoice Amount:</b>					<b>\$201.60</b>	
Total Includes GST of:					\$18.33	

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	30 June 2020
Name	Pina Rossi
Supplier	NNQ
Description and Purpose of Purchase	Catering

Petty Cash Advanced	<input checked="" type="radio"/> YES/ NO
Amount Advanced	\$70.00

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$63.24
GST	\$6.36
Total (Including GST)	\$69.60
Total change returned	.40¢
Cash Reimbursed To	Pina
Signature	OR.

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 296 B	20 5 7 7	5 8 6
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

## 5. Authorisation

### Approved Business Unit Authorised Officer

No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	
Phone Number	8463 3388

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD COMPLETED FORMS DIRECTLY TO [DHSPettyCash@sa.gov.au](mailto:DHSPettyCash@sa.gov.au)

**\*ATTACH RECEIPTS  
HERE\***

**Missing Tax Invoice greater than \$10.00**

If you have not been provided with, misplaced or lost your tax invoice complete details and forward to FCAS via [DHSPettyCash@sa.gov.au](mailto:DHSPettyCash@sa.gov.au) for approval.

*(If missing invoice is \$10.00 or less, it does not need to be forwarded to FCAS)*

DHS is unable to claim GST on a reimbursement that does not have an invoice or receipt supporting the transaction. Therefore, these transactions should use tax code DPNTI on recoup.

Petty Cash Float Vendor	PCAS
Reason for Missing Invoice	

Approval by FCAS

Name	
Position Title	
Signature	
Date	

Added to Missing Invoice Register  Returned to Custodian

1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Till : ONE Ck : .BIN  
Date : 17 Mar 2020 09:47 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, OR OTHER \$ 4.70  
ORDER : 15% \$ 5.40

EFTPOS TENDORED

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider

1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Till : ONE Ck : .BIN  
Date : 17 Mar 2020 09:47 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

EFTPOS TENDORED \$ 4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider

System Provider  
www.systemprovider.com.au

1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Till : ONE Ck : .BIN  
Date : 16 Mar 2020 09:47 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, OR OTHER \$ 4.70  
ORDER : 15% \$ 5.40

EFTPOS TENDORED

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider

3RD BY WIND  
1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Till : TWO Ck : .BIN  
Date : 03-Mar-2020 09:48:32 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

EFTPOS TENDORED \$ 4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider  
www.systemprovider.com.au

3RD BY WND  
1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Title : TWO CTK : .BIN  
Date : 02-Mar-2020 01:03:04 PM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70  
GST \$ 0.43

EFTPOS TENDERED \$ 4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider  
www.retail-solutions.com.au

1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Title : ONE CTK : .BIN  
Date : 04-Jul-2020 11:14:05 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70  
GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, OR CREDIT CARD \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: .....

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider

1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MINISTER LENSINK

Title : ONE CTK : .BIN  
Date : 25-May-2020 01:01:15 PM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70  
GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, OR CREDIT CARD \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: .....

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

1 KING WILLIAM STREET  
ABN 87558070010

COFFEE TABLE MINISTER LENSINK

Title : ONE CTK : .BIN  
Date : 05-Jul-2020 11:50:40 AM

LARGE LATTE \$ 4.70\*  
SMALL LATTE \$ 3.80\*

Total for 2 Items \$ 8.50  
Payment Surcharge \$ 1.28  
GST \$ 0.77

UBER TENDERED \$ 9.78

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

TAX INVOICE

System Provider

1 KING WILLIAM STREET

ABN 87558070010

COFFEE TABLE RESTAURANT & BAKERY

TITLE : ONE CTR : JUN

Date : 09 Jun 2020 11:00:25 PM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

EFTPOS TENDERED \$ 4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

(A) INVOICE

System Provider

1 KING WILLIAM STREET

ABN 87558070010

YOUR BILL

COFFEE TABLE RESTAURANT & BAKERY

TITLE : ONE CTR : JUN

Date : 12 Jun 2020 11:00:57 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, OR DEBIT \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: .....

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

1 KING WILLIAM STREET

ABN 87558070010

YOUR BILL

COFFEE TABLE RESTAURANT & BAKERY

TITLE : ONE CTR : JUN

Date : 24 Jun 2020 10:49:49 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, OR DEBIT \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: .....

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

System Provider

1 KING WILLIAM STREET

ABN 87558070010

COFFEE TABLE RESTAURANT & BAKERY

TITLE : ONE CTR : JUN

Date : 23 Jun 2020 10:53:26 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

EFTPOS TENDERED \$ 4.70

\* INDICATES GST ITEM  
% INDICATES DISCOUNTED ITEM

(A) INVOICE

System Provider  
www.coffeetable.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MERISSE - UFFENHUS

Bill : ONE QR : LITE  
Date : 30-Jun-2020 11:29:49 AM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, OR QR : \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: .....

\* INDICATES GST ITEM  
% INDICATES DISCOUNT ITEM

System Provider  
www.cafelife.com.au

3RD BY NWQ  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE MERISSE - UFFENHUS

Bill : ONE QR : LITE  
Date : 26-Jun-2020 12:42:28 PM

LARGE LATTE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

IF YOU PAY BY:  
CASH, EFTPOS, OR QR : \$ 4.70  
UBER + 15% \$ 5.40

TIP AMOUNT: .....

\* INDICATES GST ITEM  
% INDICATES DISCOUNT ITEM

System Provider  
www.cafelife.com.au



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	30 June 2020
Name	Pina Rossi
Supplier	St Georges Bakehouse
Description and Purpose of Purchase	catering

Petty Cash Advanced	<input checked="" type="checkbox"/> YES/ NO
Amount Advanced	\$35.00

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$30.00
GST	\$3.00
Total (Including GST)	\$33.00
Total change returned	\$2.00
Cash Reimbursed To	Pina
Signature	<i>GR</i>

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 2 9 6 B	2 0 5 7 7 5 8 6	
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

## 5. Authorisation

### Approved Business Unit Authorised Officer

No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>AH</i>
Phone Number	8463 3388

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD COMPLETED FORMS DIRECTLY TO [DHSPettyCash@sa.gov.au](mailto:DHSPettyCash@sa.gov.au)

ST GEORGES BAKEHOUSE ON HINDLEY  
PHONE : 0416 555 776  
ABN : 84 635 047 433

ORDER # 109

CROS HAM CHS TOM	7.00
* toasted	0.50
-FOOD	7.50--
LATTE	3.50
T/A SMALL	
LATTE	3.50
T/A LARGE	2.00
LATTE	3.50
T/A LARGE	2.00
LATTE	3.50
T/A LARGE	2.00
LATTE	3.50
T/A LARGE	2.00
-BEV	25.50--

TOTAL CASH 33.00  
33.00

TAXABLE 30.00  
GST AMT 3.00

Ramsey  
#001-001-000131-0001  
30/06/2020 15:35-R

TAX INVOICE  
% = GST ITEM  
THANK YOU & HAVE A NICE DAY



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	30 July 2020
Name	Pina Rossi
Supplier	St George's Bakehouse
Description and Purpose of Purchase	catering

Petty Cash Advanced	YES/ NO
Amount Advanced	\$ 11.00

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$ 10.00
GST	\$ 1.00
Total (Including GST)	\$ 11.00
Total change returned	-
Cash Reimbursed To	-
Signature	

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 2 9 6	B 2 0 5	7 7 5 8 6
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

Goods/ Services received  
Calculations Correct  
Amount not previously paid  
Tax Receipt attached

Checked by:

## 5. Authorisation

### Approved Business Unit Authorised Officer

No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	8463 3388

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD COMPLETED FORMS DIRECTLY TO [DHSPettyCash@sa.gov.au](mailto:DHSPettyCash@sa.gov.au)

ST GEORGES BAKEHOUSE ON HINDLEY  
PHONE : 0416 555 776  
ABN : 84 635 047 433

---

**ORDER # 105**

---

LATTE	3.50
T/A LARGE	2.00
LATTE	3.50
T/A LARGE	2.00
-BEV	11.00--

---

If: **TOTAL CASH 11.00**  
( **CASH 11.00**

DH have th: **TAXABLE 10.00**  
**GST AMT 1.00**

Ramsey  
#001-001-000142-0001  
30/07/2020 15:27-R

Pet Floor Res Mis: **TAX INVOICE**  
**% = GST ITEM**  
**THANK YOU & HAVE A NICE DAY**

Approval by FCAS

Name	
Position Title	
Signature	
Date	

Added to Missing Invoice Register  Returned to Custodian





# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	28 August 20
Name	Zoe Darling
Supplier	Peel Street
Description and Purpose of Purchase	Coffee

Petty Cash Advanced	YES/NO <input checked="" type="radio"/>
Amount Advanced	

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$7.37
GST	\$ .73
Total (Including GST)	\$8.00
Total change returned	
Cash Reimbursed To	Zoe Darling
Signature	<i>Zoe Darling</i>

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre				Activity				Natural Account				
F	9	2	9	6	B	2	0	5	7	7	5	8	6
F													
F													

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

## 5. Authorisation

### Approved Business Unit Authorised Officer

No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>Amanda Hockings</i>
Phone Number	8463 3388

*20e*  
Peel St.  
Tax Invoice  
ABN 36677238767

Table: C  
Date: 27/8/20, 3:20

---

Flat White	\$8.00
1.00 each	

---

Total:	\$8.00
Tax Included:	\$0.00

---

Total: \$8.00

Order Balance due: \$8.00

\*GST included  
Thank You!

P  
F  
R  
M.

Approval by FCAS

Name	
Position Title	
Signature	
Date	

Added to Missing Invoice Register  Returned to Custodian





# PETTY CASH REIMBURSEMENT VOUCHER

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD  
COMPLETED FORMS DIRECTLY TO DHSPettyCash@sa.gov.au

### 1. Expense Details

Date	30 October 20
Name	Pina Rossi
Supplier	St George's Bakehouse
Description and Purpose of Purchase	Catering

Petty Cash Advanced	<input checked="" type="checkbox"/> YES / NO
Amount Advanced	\$35.00

### 2. Actual Expense Incurred

Amount (Excluding GST)	\$31.73
GST	\$3.17
Total (Including GST)	\$34.90
Total change returned	104
Cash Reimbursed To	Pina
Signature	GR.

### 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre				Activity				Natural Account				
F	9	2	9	6	B	2	0	5	7	7	5	8	6
F													
F													

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

### 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

### 5. Authorisation

Approved Business Unit Authorised Officer

No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	
Phone Number	8463 3388

ST. GEORGES BAKEHOUSE ON HINDLEY  
PHONE : 0416 555 776  
ABN : 84 635 047 433

ORDER # 108

QUICHE SLICE	6.90
-FOOD	6.90--
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A SMALL	3.50
LATTE	2.00
T/A LARGE	3.50
LATTE	2.00
T/A LARGE	28.00--
-BEV	

TOTAL CASH 34.90

TAXABLE GST AMT 31.73 3.17

Ramsey  
#001-001-000105-0001  
30/10/2020 11:48-R

TAX INVOICE  
% = GST ITEM  
THANK YOU & HAVE A NICE DAY

ax

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lian



# PETTY CASH REIMBURSEMENT VOUCHER

**BUSINESS UNIT AUTHORISED OFFICER TO FORWARD**

C .au

Coles Supermarkets Australia Pty Ltd  
Tax Invoice ABN: 45 004 189 708

## coles

Value the Australian way

Store: 4964 - CS RUNDLE PLACE  
Store Manager: Gerard  
Phone: 82034100  
Served By: Rach  
Register: 001  
Date: 09/11/2020

Receipt: 5628  
Time: 12:12

Description	\$
% CRNBRRY WCHOC TRAIL 400GRAM	5.99
STRAWBERRIES 250GRAM	3.00
* OBELA SMOOTH CLASSIC 220GRAM	3.50
UNICORN CHEESE 125 G 125GRAM	4.00
*%KURRAJONG KITCHENS L 145GRAM	3.00
% COLES WAFER CRACKERS 100GRAM	2.00
BLUEBERRIES 125GRAM	3.00
MERSEY VL ORIGINAL 235GRAM	7.90
TOPLESS PINEAPPLE 1EACH	3.90
<b>Sub Total:</b>	<b>\$36.29</b>
<b>Rounding:</b>	<b>\$0.01</b>
<b>Total for 9 items:</b>	<b>\$36.30</b>
cash	\$40.00
change	\$3.70
<b>NET INCLUDED IN TOTAL</b>	<b>\$1.00</b>

\* = Specials  
% = Taxable items

\*\*\*\*\*  
**Total Savings \$1.40**  
\*\*\*\*\*

Total Savings include any Promotional and Loyalty Discounts.

Sign up now at [flybuys.com.au](http://flybuys.com.au)



10911204964001562800

## Refunds & Returns

### 1. Expense Details

Date	9 NOV 20
Name	Stacey Caruso
Supplier	COLES
Description and Purpose of Purchase	Catering

Petty Cash Advanced	YES/NO
Amount Advanced	\$40.00

### 2. Actual Expense Incurred

Amount (Excluding GST)	\$35.30
GST	\$ 1.00
Total (Including GST)	\$ 36.30
Total change returned	\$ 3.70
Cash Reimbursed To	Amanda Hockings
Signature	<i>[Signature]</i>

### 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre				Activity				Natural Account				
F	9	2	9	6	B	2	0	5	7	7	5	8	6
F													
F													

Is this expense necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

### 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

### 5. Authorisation

**Approved Business Unit Authorised Officer**  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	8463 3388



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	14 Dec 20
Name	Amanda Hockings
Supplier	MNQ
Description and Purpose of Purchase	Catering
Petty Cash Advanced	YES/ NO
Amount Advanced	

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$36.00
GST	\$ 4.00
Total (Including GST)	\$ 40.00
Total change returned	
Cash Reimbursed To	Amanda Hockings
Signature	<i>[Signature]</i>

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre				Activity				Natural Account			
F	9	2	9	6	B	2	0	5				
F												
F												

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

## 5. Authorisation

**Approved Business Unit Authorised Officer**  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	84633388

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD COMPLETED FORMS DIRECTLY TO [DHSPettyCash@sa.gov.au](mailto:DHSPettyCash@sa.gov.au)



\*A

N N QUAN PTY LTD  
1 KING WILLIAM ST  
MELBAIDE SA 5000  
MID: 08025059902  
TTD: 0

Version: 0.8.45

14/12/20 11:35  
BATCH: 000162  
TRV: 5762  
STAN: 009935  
ACCOUNT TYPE CREDIT

If you have invoice

VISA  
00000000031010

Visa Debit  
.....4455(t)

(If missing

SALE AUD \$40.00

APPROVED 00  
APPROVAL CODE 511657  
MID: 7A68D33C57AC3994  
MIDN:00 ATC:039F

CUSTOMER COPY

Petty Cash Float Vendor

THANK YOU FOR YOUR CUSTOM

Reason for Missing Invo

PLEASE RETAIN RECEIPT FOR YOUR RECORDS

Approval by FCAS

Name	
Position Title	
Signature	
Date	

Added to Missing Invoice Register  Returned to Custodian



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	2 Dec 20
Name	Pina Rossi
Supplier	3rd by nna
Description and Purpose of Purchase	Catering

Petty Cash Advanced	YES/NO
Amount Advanced	\$70.

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$54.82
GST	\$5.48
Total (Including GST)	\$60.30
Total change returned	\$9.70
Cash Reimbursed To	Pina
Signature	Glen

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 2 9 6	B 2 0 5	7 7 5 8 6
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

Goods/ Services received  
Calculations Correct  
Amount not previously paid  
Tax Receipt attached

Checked by:

## 5. Authorisation

Approved Business Unit Authorised Officer

No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	0463 3388

c au

**3RD BY NNA**  
**1 KING WILLIAM STREET**  
**ABN 87558070010**

COFFEE TABLE RESTAURANT

TITLE : DNF - CTR : W  
Date : 02 Dec 2020 12:14 PM

DRINKS	\$ 60.30*
<b>Total for 1 Items</b>	<b>\$ 60.30</b>
GST	\$ 5.48
<b>CASH TENDERED</b>	<b>\$ 70.00</b>
Change	\$ 9.70

DHS have the

\* INDICATES GST ITEM  
% INDICATES DEBIT/DEBIT ITEM

**Petty Float**  
**Reas**  
**Missi**

Name	
Position Title	
Signature	
Date	

Added to Missing Invoice Register  Returned to Custodian



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	2 Dec 20
Name	Dina Rossi
Supplier	St George's Bakehouse
Description and Purpose of Purchase	Catering

Petty Cash Advanced	YES/NO
Amount Advanced	\$120.

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$109.09
GST	\$10.91
Total (Including GST)	\$120.
Total change returned	
Cash Reimbursed To	
Signature	<i>[Signature]</i>

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 2 9 6	B 2 0 5	7 7 5 8 6
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

## 5. Authorisation

### Approved Business Unit Authorised Officer

No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	0463 3388

I COM		ST GEORGES BAKEHOUSE ON HINDLEY PHONE : 0416 555 776 ABN : 84 635 047 433	
		ORDER #	110
		LATTE	3.50
		T/A SMALL	
		LATTE	3.50
		T/A LARGE	2.00
		LATTE	3.50
		T/A LARGE	2.00
		LATTE	3.50
		T/A LARGE	2.00
		-BEV	20.00--
If y		MISC FOOD	100.00
		-MISC	100.00--
		<b>TOTAL CASH</b>	<b>120.00</b>
DH hav t			<b>120.00</b>
		TAXABLE	109.09
		GST AMT	10.91
Pe Flo Re Mis		Ramsey	
		#001-001-000105-0001	
		02/12/2020 13:00-R	
		<b>TAX INVOICE</b>	
		% = GST ITEM	
		THANK YOU! & HAVE A NICE DAY!	
Na			
Pos. Title			
Signature			
Date			

Added to Missing Invoice Register  Returned to Custodian



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	28 Jan 21
Name	Pina Rossi
Supplier	St Georges Bakehouse
Description and Purpose of Purchase	Catering

Petty Cash Advanced	<input checked="" type="radio"/> YES <input type="radio"/> NO
Amount Advanced	\$ 90.00

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$81.64
GST	\$8.16
Total (Including GST)	\$89.80
Total change returned	\$0.20
Cash Reimbursed To	Pina
Signature	

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre				Activity			Natural Account					
F	9	2	9	6	B	2	0	5	7	7	5	8	6
F													
F													

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

Goods/ Services received  
Calculations Correct  
Amount not previously paid  
Tax Receipt attached

Checked by:

## 5. Authorisation

Approved Business Unit Authorised Officer  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	
Phone Number	8463 3388

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD  
COMPLETED FORMS DIRECTLY TO [DHSPettyCash@sa.gov.au](mailto:DHSPettyCash@sa.gov.au)

ST GEORGES BAKEHOUSE ON HINDLEY  
PHONE : 0416 555 776  
ABN : 84 635 047 433

ORDER # 110

LATTE		3.50
T/A MED		1.00
LATTE		3.50
T/A MED		1.00
LATTE		3.50
T/A MED		1.00
LATTE		3.50
T/A MED		1.00
LATTE		3.50
T/A MED		1.00
LATTE		3.50
T/A MED		1.00
LATTE		3.50
T/A MED		1.00
LATTE		3.50
T/A MED		1.00
LATTE		3.50
T/A MED		1.00
-BEV		41.50--
7x MISC FOOD	6.90	48.30
-MISC		48.30--

TOTAL 89.80  
CASH 100.00  
CHANGE 10.20

TAXABLE 81.64  
GST AMT 8.16

Ramsey  
#001-001-000105-0001  
28/01/2021 11:34-R

TAX INVOICE  
% = GST ITEM  
THANK YOU & HAVE A NICE DAY



**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce

Adelaide SA 5000

**Phone:** (08) 8237 9250**Fax:** (08) 8237 9494**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**  
Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**ABN:****Fax:****Tax Invoice****Invoice Number:** IN-18278**Invoice Date:** 9/02/21**Terms:** 60 days**Page** 1 / 1

Qty	Code	Description	Price	Discount	Extended	GST
	1980	Afternoon Tea				*
22.000	191	Brewed Coffee/Tea	1.30		28.60	*
22.000	70430	Muffins	1.60		35.20	*
10.000	432	Platter P/P Fruit	4.85		48.50	*
1.000	2410	Nippys OJ 2L	5.80		5.80	*
9.000	6104	Linen-Table Cloth	2.70		24.30	*
4.000	16739	Linen-Serviette	0.35		1.40	*
		<b>Other Items</b>				
		Wages Reimbursement	308.61		\$308.61	*
		JPSC Function Surcharge (30%)	92.58		\$92.58	*
		<b>Total Tax Invoice Amount:</b>			<b>\$544.99</b>	
		Total Includes GST of:			\$49.54	

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce

Adelaide SA 5000

**Phone:** (08) 8237 9250**Fax:** (08) 8237 9494**ABN:** 32 670 624 090**To:** Office of Minister Lensink

GPO Box 292

Adelaide SA 5001

**Deliver To:****ABN:**

GPO Box 292

**Fax:**

Adelaide SA 5001

**Tax Invoice**

Qty		Code	Description	Price	Discount	Extended	GST
11.000		6001	Cap	9.00		99.00	*
<b>Total Tax Invoice Amount:</b>						<b>\$99.00</b>	
Total Includes GST of:						\$9.00	

\* Indicates taxable supply

Bank transfer payments:  
 Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
 Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
 JPSC-Catering  
 Parliament House  
 North Tce  
 ADELAIDE SA 5000

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce

Adelaide SA 5000

**Phone:** (08) 8237 9250**Fax:** (08) 8237 9494**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:****ABN:**

GPO Box 292

**Fax:**

Adelaide SA 5001

**Tax Invoice****Invoice Number:** 514177**Invoice Date:** 10/02/21**Terms:** 60 days**Page** 1 / 1

Qty	Code	Description	Price	Discount	Extended	GST
3.000	6001	Cap	9.00		27.00	*
<b>Total Tax Invoice Amount:</b>					<b>\$27.00</b>	
Total Includes GST of:					\$2.45	

\* Indicates taxable supply

## Bank transfer payments:

Commonwealth Bank BSB: 065 266 ACC: 1002 1489

Email for remittances: catering.accounts@parliament.sa.gov.au

## Cheques payable to JPSC-Catering and mail to:

JPSC-Catering

Parliament House

North Tce

ADELAIDE SA 5000



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	9 March 21
Name	Pina Rossi
Supplier	3rd by NNA
Description and Purpose of Purchase	Catering

Petty Cash Advanced	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Amount Advanced	\$10 -

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$4.27
GST	\$0.43
Total (Including GST)	\$4.70
Total change returned	\$5.30
Cash Reimbursed To	Pina
Signature	<i>[Signature]</i>

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre				Activity				Natural Account				
F	9	2	9	6	B	2	0	5	7	7	5	8	6
F													
F													

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

## 5. Authorisation

**Approved Business Unit Authorised Officer**  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	
Phone Number	8463 3388

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD COMPLETED FORMS DIRECTLY TO [DHSPettyCash@sa.gov.au](mailto:DHSPettyCash@sa.gov.au)

3RD BY NNA  
1 KING WILLIAM STREET  
ABN 87558070010

YOUR BILL

COFFEE TABLE RESTAURANT

1111 GONGGONG ROAD  
Date: 04 Mar 2021 04:50:10 PM

If)

LARGE TABLE \$ 4.70\*

Total for 1 Items \$ 4.70

GST \$ 0.43

DH  
hav

IF YOU PAY BY:  
CASH, DEPOSIT OR CHECK \$ 4.70  
CARD 15% \$ 5.40

Pe  
Flc  
Re  
Mit

IF PAYMENT IS MADE BY...  
% INDICATES GST RATE  
% INDICATES DEPARTMENT RATE

COFFEE TABLE RESTAURANT  
[www.coffeetable.com.au](http://www.coffeetable.com.au)

Na  
Po  
Tit  
Signature  
Date

Added to Missing Invoice Register  Returned to Custodian



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	10 March 21
Name	Dina Rossi
Supplier	St Georges Bakehouse
Description and Purpose of Purchase	Catering

Petty Cash Advanced	YES/ NO
Amount Advanced	\$40.00

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$ 25.18
GST	\$ 2.32
Total (Including GST)	\$ 25.50
Total change returned	\$ 14.50
Cash Reimbursed To	Dina
Signature	<i>[Signature]</i>

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre				Activity				Natural Account				
F	9	2	9	6	B	2	0	5	7	7	5	8	6
F													
F													

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

## 5. Authorisation

Approved Business Unit Authorised Officer  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	
Phone Number	8463 3388

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD  
COMPLETED FORMS DIRECTLY TO [DHSPettyCash@sa.gov.au](mailto:DHSPettyCash@sa.gov.au)

ST GEORGES BAKEHOUSE ON HINDLEY  
PHONE : 0416 555 776  
ABN : 84 635 047 433

ORDER # 102

LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A LARGE	2.00
LATTE	3.50
T/A LARGE	2.00
LATTE	3.50
T/A LARGE	2.00
-BEV	25.50--

TOTAL	25.50
CASH	20.00
CASH	20.00
CHANGE	14.50

TAXABLE	23.18
GST AMT	2.32

Ramsey  
#001-001-000111-0001  
10/03/2021 10:58-R

TAX INVOICE  
% = GST ITEM  
THANK YOU & HAVE A NICE DAY

Added to Missing Invoice Register  Returned to Custodian

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce

Adelaide SA 5000

Phone: (08) 8237 9250

Fax: (08) 8237 9494

ABN: 32 670 624 090

To: Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:**

ABN:  
Fax:

GPO Box 292  
Adelaide SA 5001

**Tax Invoice**

Invoice Number: 516561

Invoice Date: 9/03/21

Terms: 60 days

Page 1 / 1

Qty	Code	Description	Price	Discount	Extended	GST
1.000	70044	Mug	19.70		19.70	*
1.000	16841	Note: >Authorise By Nadine				*
<b>Total Tax Invoice Amount:</b>					<b>\$19.70</b>	
Total Includes GST of:					\$1.79	

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000



# PETTY CASH REIMBURSEMENT VOUCHER

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD COMPLETED FORMS DIRECTLY TO [DHSPettyCash@sa.gov.au](mailto:DHSPettyCash@sa.gov.au)

### 1. Expense Details

Date	8.6.21
Name	Pina Rossi
Supplier	St Georges Bakehouse
Description and Purpose of Purchase	Catering
Petty Cash Advanced	YES/NO
Amount Advanced	

### 2. Actual Expense Incurred

Amount (Excluding GST)	
GST	
Total (Including GST)	\$46.00
Total change returned	
Cash Reimbursed To	
Signature	

### 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 2 9 6	B 2 0 5	7 7 5 8 6
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

### 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

### 5. Authorisation

Approved Business Unit Authorised Officer  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	8463 3389

ST GEORGES BAKEHOUSE ON HINDLEY  
PHONE : 0416 555 776  
ABN : 84 635 047 433

ORDER # 110

9x LATTE	3.50	31.50
T/A MED		1.00
T/A MED		1.00
T/A MED		1.00
T/A MED		1.00
T/A MED		1.00
T/A MED		1.00
T/A MED		1.00
T/A MED		1.00
T/A MED		1.00
T/A MED		1.00
LATTE		3.50
T/A LARGE		2.00
-BEV		46.00--

TOTAL CASH 46.00  
46.00

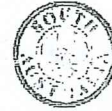
TAXABLE 41.82  
GST AMT 4.18

Ramsey  
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08/06/2021 10:46-R

TAX INVOICE  
% = GST ITEM  
THANK YOU & HAVE A NICE DAY

Date

Added to Missing Invoice Register  Returned to Custodian



# PETTY CASH REIMBURSEMENT VOUCHER

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD  
COMPLETED FORMS DIRECTLY TO [DHSPettyCash@sa.gov.au](mailto:DHSPettyCash@sa.gov.au)

### 1. Expense Details

Date	12 July 21
Name	Dina Rossi
Supplier	St Georges Bakehouse
Description and Purpose of Purchase	catering
Petty Cash Advanced	YES/NO
Amount Advanced	\$ 22.50

### 2. Actual Expense Incurred

Amount (Excluding GST)	
GST	\$ 2.05
Total (Including GST)	\$ 22.50
Total change returned	
Cash Reimbursed To	
Signature	

### 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre				Activity			Natural Account					
F	9	2	9	6	B	2	0	5	7	7	5	8	6
F													
F													

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

### 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

### 5. Authorisation

Approved Business Unit Authorised Officer  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	
Phone Number	0463 3388

ST GEORGES BAKEHOUSE ON HINDLEY  
PHONE : 0416 555 776  
ABN : 84 635 047 433

ORDER # 102

LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
-BEV	22.50--

TOTAL CASH 22.50  
22.50

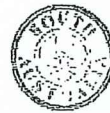
TAXABLE 20.45  
GST AMT 2.05

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12/07/2021 06:59-R

TAX INVOICE  
% = GST ITEM  
THANK YOU & HAVE A NICE DAY

Added to Missing Invoice Register  Returned to Custodian





# PETTY CASH REIMBURSEMENT VOUCHER

### 1. Expense Details

Date	30 September 2021
Name	NERIAH HOCKINGS
Supplier	ST Georges Bakehouse
Description and Purpose of Purchase	coffee - Minister

Petty Cash Advanced	YES <input checked="" type="radio"/> NO
Amount Advanced	

### 2. Actual Expense Incurred

Amount (Excluding GST)	\$20.45
GST	\$2.05
Total (Including GST)	\$22.50
Total change returned	
Cash Reimbursed To	
Signature	<i>[Signature]</i>

### 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 2 9 6	B 2 0 5	
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

### 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

### 5. Authorisation

Approved Business Unit Authorised Officer  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	8463 3388

BUSINESS UNIT AUTHORISED OFFICER TO FORWARD COMPLETED FORMS DIRECTLY TO DHS

ST GEORGES BAKEHOUSE ON HINDLEY  
PHONE : 0416 555 776  
ABN : 84 635 047 433

ORDER # 105

LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
-BEV	22.50

TOTAL 22.50  
CASH 20.00  
CASH 2.50

TAXABLE 20.45  
GST AMT 2.05

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30/09/2021 10:17-R

TAX INVOICE  
% = GST ITEM  
THANK YOU & HAVE A NICE DAY

Date

Added to Missing Invoice Register  Returned to Custodian

**Parliament South Australia**

JPSC - Catering, Parliament House, North Tce

Adelaide SA 5000

**Phone:** (08) 8237 9250**Fax:** (08) 8237 9494**ABN:** 32 670 624 090

**To:** Office of Minister Lensink  
GPO Box 292  
Adelaide SA 5001

**Deliver To:****ABN:**

GPO Box 292

**Fax:**

Adelaide SA 5001

**Tax Invoice**

**Invoice Number:** 526544      **Invoice Date:** 30/07/21      **Terms:** 60 days      **Page** 1 / 1

Qty	Code	Description	Price	Discount	Extended	GST
1.000	71688	Long Black	1.40		1.40	*
1.000	71729	Double Shot	0.40		0.40	*
1.000	71686	Cafe Latte	2.00		2.00	*
1.000	71699	Cup   Soy	0.30		0.30	*
1.000	71686	Cafe Latte	2.00		2.00	*
1.000	71699	Cup   Soy	0.30		0.30	*
1.000	71705	Double Shot	0.40		0.40	*
1.000	71684	Flat White	2.00		2.00	*
1.000	16852	Authorised: >LENSINK PA				*
1.000	16841	Note: >ESTIMATES MORNING LICOUNCIL LO				*
1.000	16841	Note: >SERVED BY KYLIE				*
<b>Total Tax Invoice Amount:</b>					<b>\$8.80</b>	
Total Includes GST of:					\$0.80	

\* Indicates taxable supply

Bank transfer payments:  
Commonwealth Bank BSB: 065 266 ACC: 1002 1489  
Email for remittances: catering.accounts@parliament.sa.gov.au

Cheques payable to JPSC-Catering and mail to:  
JPSC-Catering  
Parliament House  
North Tce  
ADELAIDE SA 5000



# PETTY CASH REIMBURSEMENT VOUCHER

## 1. Expense Details

Date	2 November 2021
Name	Neriah Hockings
Supplier	St Georges Bakehouse
Description and Purpose of Purchase	Coffee - Minister

Petty Cash Advanced	YES/NO
Amount Advanced	

## 2. Actual Expense Incurred

Amount (Excluding GST)	\$49.55
GST	\$4.95
Total (Including GST)	\$54.50
Total change returned	
Cash Reimbursed To	Neriah Hockings
Signature	<i>[Signature]</i>

## 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9 2 9 6	B 2 0 5	7 7 5 8 6
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

## 4. Certification

- Goods/ Services received
- Calculations Correct
- Amount not previously paid
- Tax Receipt attached

Checked by:

## 5. Authorisation

Approved Business Unit Authorised Officer  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	8463 3388

## BUSINESS UNIT AUTHORISED OFFICER TO FORWARD

ST GEORGES BAKEHOUSE ON HINDLEY  
PHONE : 0416 555 776  
ABN : 84 635 047 433

ORDER # 101

LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A LARGE	2.00
LATTE	3.50
T/A LARGE	2.00
LATTE	3.50
T/A LARGE	2.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A MED	1.00
LATTE	3.50
T/A LARGE	2.00
LATTE	3.50
T/A LARGE	2.00
-BEV	54.50--

TOTAL CASH 54.50

TAXABLE 49.55  
GST AMT 4.95

Ramsey

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02/11/2021 14:11-R

TAX INVOICE  
% - GST ITEM

THANK YOU & HAVE A NICE DAY



# PETTY CASH REIMBURSEMENT VOUCHER

### 1. Expense Details

Date	17 Feb 2022
Name	Amanda Hockings
Supplier	St. Georges Butery
Description and Purpose of Purchase	Supplies
Petty Cash Advanced	YES/NO
Amount Advanced	

### 2. Actual Expense Incurred

Amount (Excluding GST)	\$ 54.36
GST	\$ 5.44
Total (Including GST)	\$ 59.80
Total change returned	
Cash Reimbursed To	
Signature	

### 3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre				Activity			Natural Account					
F	9	2	9	6	B	2	0	5	7	7	5	5	2
F													
F													

This expense was necessarily incurred for business purposes YES/NO  
Is this payment for a private benefit YES/NO

### 4. Certification

Goods/ Services received  
Calculations Correct  
Amount not previously paid  
Tax Receipt attached

Checked by:

### 5. Authorisation

Approved Business Unit Authorised Officer  
No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Minister for Human Services
Position Number	P12029
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DHS policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	8463 3388

CON

ST GEORGES BAKEHOUSE ON HINDLEY  
PHONE : 0416 555 776  
ABN : 84 635 047 433

ORDER # 104

DRINK 59.8  
SC 59.80-

TOTAL 59.80  
CASH 59.80

ABLE 54.36  
AMT 5.44

If:

DF  
hav

Ramsey  
#001-001-000056-0001  
16/02/2022 09:53-R

TAX INVOICE  
% = GST ITEM  
THANK YOU & HAVE A NICE DAY

Petty Cash Float Vendor	PCAS
Reason for Missing Invoice	

Approval by FCAS

Name	
Position Title	
Signature	
Date	

Added to Missing Invoice Register  Returned to Custodian