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GIFT VOUCHER ORDER FORM

UQU Gift Vouchers available to use across most UQU operated outlets across the St. Lucia campus.

**Please complete all fields below.**

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

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

**YOUR ORDER DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gift Voucher Selection** |  | **Quantity** |  | **Total** | |
| $5 Gift Voucher |  |  |  | **$** |  |
|  |  |  |  |  |  |
| $10 Gift Voucher |  |  |  | **$** |  |
|  |  |  |  |  |  |
| **Total Amount Payable (incl. GST)** | | |  | **$** |  |

**YOUR PAYMENT OPTIONS**

**Direct Deposit** Account Details: Commonwealth Bank PO# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BSB: 064 158

Account #: 00050014

A remittance advice must be forwarded by email [finance@uqu.com.au](mailto:finance@uqu.com.au) or fax 07 3377 2221

**Credit Card**  Mastercard  Visa

*\*For payments over $1,000, a 1% credit card surcharge will apply.*

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

**Debit Card or Cash**  Debit Card  Cash

Debit card or cash payment can be made at Reception on Level 4, UQ Union Building 21. Our operating hours are Monday to Friday, 9am to 4pm.

***Please note:*** *All gift vouchers purchased in 2016 will expire on 16 December 2016.*

*Payment must be received in full prior to pick up of vouchers. Vouchers will be ready to pick up from UQU Reception during operating hours, one business day after payment has been received.*

**Return your completed order form to** [finance@uqu.com.au](mailto:finance@uqu.com.au)**, fax 07 3377 2220 or in person at UQU Reception during business hours, Monday to Friday 9am to 4pm.**

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

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

🞏 Finance to email tax invoice (G/L 12780, Dept 906)

🞏 Money Received

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