

Equestrian South Australia Inc



Invoice Approval Form

Name of Payee	
Invoice Date	
Invoice Number	
Contact Details – Email, Phone Number, Address (if not on invoice)	
Bank Details (if not on invoice)	Account Name: BSB: Account Number:
Invoice Amount	
GST Amount	
Description of Product	
Account to be Paid From	
Job Code (Discipline)	
Xero Expense Account (expense type: e.g. travel, hire, equipment purchase)	

Please attach a copy of the invoice

Delegation of Authority – Discipline Committee related (please tick relevant box)

	Within budget purchases up to \$1,500	DC Chair
	Within budget purchases between \$1,501 - \$4,000	DC Chair AND EO
	Within budget purchases over \$4,001	DC Chair AND FARMC
	Unbudgeted purchases up to \$400	DC Chair
	Unbudgeted purchases up to \$401 - \$1,000	EO
	Unbudgeted purchases over \$1001	FARMC
	Approved Domestic Travel related to planned and budgeted ESA Discipline committee activity up to \$1,000	DC Chair
	All Other Discipline Domestic Travel	EO
	Approve Discipline overseas travel including Officials for Competition	EO & Chair (Board to be Advised)

NOTE: If the invoice does not have an ABN on it then a Statement of Supplier form will need to be provided with this Approval Form, unless a signed Statement has previously been provided.



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Delegation of Authority – ESA Office related (please tick relevant box)

	Equipment, Goods & Services up to \$1,000	EO
	Equipment, Goods & Services up to \$2,500	FARMC
	Equipment, Goods & Services over \$2,501	Board
	Staff/Board Domestic Travel for planned activity up to \$1,000*	EO
	Staff/Board Domestic Travel for planned activity over \$1,000*	FARMC
	Staff/Board Domestic Travel for unplanned activity	Board Chair
	Approve overseas travel	Board

*EO travel is to be approved by the Board Chair

Discipline Committee use only:

Authorised by:

Name of Chairperson:

Date:/...../20....

Office use only:

Authorised by:

Position:

Date:/...../20....

RETURN TO: Equestrian SA Inc
Unit 10 / 2 Cameron Road
Mt Barker SA 5251
Email: accounts@equestriansa.com.au