



- 1. Print and complete transaction form (digital signatures will not be accepted)**
- 2. President or treasurer to log in to NAB Connect and process the transaction.**
- 3. Email form to [USASA.Clubs@unisa.edu.au](mailto:USASA.Clubs@unisa.edu.au) when completed and signed by the Club President and Treasurer with supporting documentation in the form of the receipts or invoices. USASA will approve any payments on the Monday or Thursday following the receipts of the Transaction Form and Supporting documentation.**

Note: It is the Club Treasurer's responsibility to maintain accurate financial records including all receipts and invoices that relate to any transactions from your club account. Please see the USASA website for more information.

**CLUB DETAILS**

Date \_\_\_\_\_  
Cub Name \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Email Address \_\_\_\_\_

**TRANSACTION DESCRIPTION**

Description \_\_\_\_\_  
Invoice/ Receipt Number \_\_\_\_\_  
Amount \_\_\_\_\_  
Account Name \_\_\_\_\_  
BSB \_\_\_\_\_  
Account Number \_\_\_\_\_  
NAB Payment ID \_\_\_\_\_

**AUTHORISATION**

President Name \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_

Treasurer Name \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_

## Office Use ONLY

Club Support Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

