



- 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 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 _____
Club 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: _____

