**Instructions:**

1. Complete this form and obtain the relevant approvals.
2. If this is an amendment to a previous line item please highlight the details that have changed.
3. Email a copy of the form to finrep@unisa.edu.au

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| **Is this a:***(Please Select one:)* | **New Line Item** / **Amendment to Existing Line Item** |
| **Line Item to be Added:***(this will appear both on the receipt and cost centre reports)* |  |
| **Description of Line Item to be added:** |  |
| **Cost Of Item:***(if relevant, inclusive of GST if applicable)* |  | **GST Code:** | **T / F / N** |
| *Amounts with no GST in the prices: must be accompanied by GST determination supplied by ATO or Finance Unit Taxation Officer, Kristian Thoroughgood on ext. 21922. Please attach.* |
| **Account Code to be Credited:** |  | - |  | - |  |
| **Sub-Ledger***(e.g. AD/PG/SR/TN/PD)* |  | **Account Code***(6 digits unless PD)* |  | **Item Code***(4 digits)* |
| **School:***(ORG 2)* |  | **Division:***(ORG 1)* |  |
| **Start Date:** |  | **End Date:***(If Required)* |  |
| **Has this Line Item been used previously?** |  |
| **Which Location(s) Requires Access to this Line Item?***(ie Campus Central)* |  |
| **Name of Contact Person** |  |
| **Email Address of Contact Person** | @unisa.edu.au | **Phone Number** |  |

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| **AUTHORISATION** |
|  |  |  |
| **Preparer (*signature*)** |  | **Cost Centre Manager (*signature*)** |
| Date |  | Ext No |  |  | Date |  | Ext No |  |
|  |  |  |
| **Preparer (*print*)** |  | **Cost Centre Manager (print)** |