**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](mailto:finrep.reports@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)** | | | |