



Australian Government
Australian Institute of Criminology

Telephone 02 6260 9200
Facsimile 02 6260 9201
GPO Box 2944
Canberra ACT 2601 Australia
www.aic.gov.au

AIC Reference: Conference # 80AV

13 July 2012

Attention: Alison Grace

AJJA Secretariat
Youth Services
ACT Community Services Directorate
GPO Box 158
Canberra City ACT 2601

Dear Ms Grace

A conference on youth justice

In accordance with Schedule 1, Clause B.1.1 of the Memorandum of Understanding (MOU), the AIC has attached an invoice for the following payment:

Invoice# AIC004565 – Seeding funds for a conference on youth justice: \$20,000.00 (No GST)

Payment is due by **13 August 2012**. If you have any questions, please do not hesitate to contact me on 02 6260 9274

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Brian Russell', written over a horizontal line.

Brian Russell
Chief Financial Officer



Australian Government
Australian Institute of Criminology

GPO Box 2944
CANBERRA ACT 2601 Australia
Telephone 02 6260 9216, Fax 6260 9218
ABN 63 257 175 248

Tax Invoice

To:

Australian Juvenile Justice Administrators
Youth Services
ACT Community Services Directorate
GPO Box 158
CANBERRA ACT 2601

Document Number: AIC004565

Date: 13/07/2012

Customer Number: 300027

Attention: Alison Grace

Description

Seeding funds for conference
A conference on youth justice

NO STATEMENT ISSUED. PLEASE PAY ON INVOICE. TERMS 30DAYS

Payment must be made in AUSTRALIAN DOLLARS.

Please quote Invoice Number when paying.

Please make cheque payable to: Australian Institute of Criminology

Subtotal	\$0.00
GST	\$0.00
Total Due	\$20,000.00

OR Electronic Funds Transfer

Account Name: Australian Institute of Criminology

Branch Number: 062987 Account Number: 10001483

email remittance to: accounts@aic.gov.au

OR charge my

☐

Bankcard

☐

Mastercard

☐

Visa

☐

Amex

Card No: - - - - / - - - - / - - - - / - - - - /

Expiry: - - / - - - -

Name on Card: _____

Signature: _____



Accounts Payable Invoice Cover Sheet

Community Services Directorate

Staple supporting documents here

et
e
POSTED
16.7.12

Supplier Name	Collect Cheque*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
	Staff Reimbursement:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
	EFT only - bank account details must be provided below		
Australian Institute of Criminology	RCTI (Recipient Created Tax Invoice)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Special Requests/Reference Num:	GST Registered	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Withholding Tax	<input type="radio"/> Yes	<input checked="" type="radio"/> No
AIC004565	* Please note all collect cheques are to be collected from Shared Services Centre, Eclipse House, Civic.		

Staff Reimbursement:	
Staff requesting reimbursement must complete this section	
Account Name:	Australian Institute of Criminology
BSB:	62987
Account Number:	10001483
Staff Address:	GPO Box 2944, Canberra ACT 2601

Invoice Detail: (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

Applicable GST Codes: 10%AP (10%), Free (F), Input Taxed (IT), Exempt (Ex), Capital 10% (Cap10%), Capital Free (CapF), Input Taxed Capital (ITCap), Outside Scope (OS), No ABN Withhold (NABN)

	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Amount \$ (excl GST)	GST \$	Amount \$ (incl GST)	Description
500	52901	712126	99	10525	9999	Free	20,000.00	-	20,000.00	Seeding funds for a conference on youth justice
					9999					
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					9999					
					Total Amount \$		\$20,000.00	\$0.00	\$20,000.00	

Remittance Advice Description:

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits)

Prepared By:

Name: Alison Grace

Phone: 6205 9465

Signature: Alwace

Date: 16.7.12

Authorising Officer (Financial Delegate)

Name: Dr Mark Collis

Position Number: E00659

Signature: Mark D. Roth

Date: 10/7/12