

Internal Account Request Form

Please complete and return this form to hospitalityandevents@federation.edu.au to request an account card which can be utilised at the on-campus Commercial Service operated cafes, and Fedstore for internal purchasing.

Account Contact Details

Name _____

Department _____

Campus _____

Phone _____

Email _____

Financial Details and Authority

Journal Code* _____

*I have the authority to charge the listed items to the account code supplied

Name _____

Signature _____

Date _____

Internal purchases will be processed via monthly journal transfer to the journal code listed above. The account card must be presented instore to make purchases.

Comments/Additional Information _____

Request Processed
Collected/Sent
Date:
Signature