

Interschool Journal Request Form

SCHOOL 1: Details of School Creating Journal

School name:

Temora HS

School code:

8168

School contact:

Tanya O'Reilly

Phone number:

02 6977 1988

Email address:

tanya.oreilly@det.nsw.edu.au

General Journal Information:

General Ledger Number: (NOTE: This will be the same for both Schools)

522874

Tax Code: (P5 or S5 only)

S5

Cost:

\$ 100 per person

Date of event:

29 April 2019

Description:

Riverina Lab Technician Conference 2019 Monday 29 April

SCHOOL 2: School to be Billed Information

Complete all (Yellow Boxes) and **RETURN** to the nominated school above.

An Interschool Journal will be created in SAP by the Host School to transfer funds from your school account. **DO NOT** create the Interschool Journal at your school.

School name:

School code:

Cost Centre:

Fund code:

Internal Order number:

WBS number:

 (Optional)

Signature: (Principal or officer of school being billed)

Date:

Host School use only:

General Journal name:

General Journal number:

Date Journal processed: