

## One-off Cheque Advice Form

### PROCESS:

1. One-off cheque / money order for Travel Reimbursements / Third Party Asset Sales / Royalties / Ad hoc Payments / Cost Recoveries
2. Attach supporting documentation and cheque(s)
3. Complete below form including contact details of the person submitting the cheque for processing

**Regular payment MUST be billed via UniFi as per policy**

### Payer Details *(Please print all information clearly)*

Full Name		Phone number	
Business Name (If Applicable)		Email address	
What is the payment for?		Invoice number (If Applicable)	

### Cheque Banking Details

Cheque Number		Amount	
Drawee Bank & Branch		Currency	
Drawer			

### UniFi Allocation Details

UniFi Description	Opal Unit	Site	Fund	Function	Account	Project	FFT	Amount	GST

**NOTE - FOREIGN CHEQUES MAY TAKE 8 WEEKS TO CLEAR**

### Contact details of staff member submitting the form

Name			
Email address		Extension number	
Signature		Date	

Mail completed forms to: ATTN: FBS Cash Allocations: JD Story Building 61, Level 3,  
University of Queensland, St Lucia Qld 4072 Australia  
Enquiries: Cash Team X67854, X51139, X67840