

Please print on yellow paper

Department of the Premier and Cabinet

MSB004

Document Number: _____

19/26230

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premier's Office

Financial Year: 2011/12

Urgent payment required by: 23/4/2012

Return Cheque to: _____ **Phone:** _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Cool Beans & Baguettes <i>6008609</i>	Lunch for meeting	5 x sandwiches 1 x 2L Orange Juice
	TOTAL (GST exclusive)	\$33.90
	GST Amount	\$2.50
	APPROVAL TOTAL: (GST inclusive)	\$36.40

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
 Name (please print) **Kristian Schluter** Date: **17/4/2012**

PREPARED BY: Amy Ladner Date: **17/4/2012**
 Phone **x58800**

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____
 Date: **26/4/12** _____ **26/4/12**

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

Premiums office 17/4/12

Host: C Newman ✓

Guest: David Hanna ✓

Builders Labourers Feder

Cost: \$36.40/2 = \$18.20

Reason: meeting to discuss policy

Voucher & Cert prepared correctly

OK to
PAY
24/04/12

N.S.
24/4/12

MINISTERIAL SERVICES

HOSPITALITY CERTIFICATION

Please print on Pink Paper
DATE OF FUNCTION 17/04/2012

MINISTERIAL OFFICE Premier's Office

VENUE Premier's Office Conference Room

COST OF FUNCTION (GST inclusive) \$ 36.40

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Meeting to discuss policy

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt Employees #	Number of Employees of Statutory Bodies #	Number of Other People	Total Number of People
1	0	1	2

Name of Participants	Organisation of Participants
1 David Hanna	BLF
2 Campbell Newman	Premier
3	
4	
5	
6	

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Claimant Date

23 Apr 2012
Signature of Minister Date

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Office Use Only - CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
1		36.40 \$ 18.20	=	\$ 18.20 (53030)
2		Balance	=	\$ 0.00 (53010) Total 36.40

{Code balance (53010) to P4}

Cool Beans & Baguettes

Tax Invoice

Ground Floor
Casino Towers
151 George St
Brisbane 4000

Date Inv Issued/Delivery Date below

16/04/2012 ✓

Invoice #: 15113336 ✓

A.B.N. 22 118 757 663

Ph: 07 3003 0969 Fax: 07 3003 0917

Delivery Details --

Cust#G00029

Bill To: Dept of Premier & Cabinet
Level 4
100 George St
Brisbane 4000

tuesday 17 th april
level 15/100 george st
ask for carly at security
kristian 0414366636

1130
RELEASED

TERMS
Net 7

DESCRIPTION	QTY.	PRICE (ex GST)	EXTENDED PRICE
A mix of traditional and gourmet sandwiches	5	\$5.00	\$25.00
2 litres Pure Orange Juice	1	\$8.90	\$8.90

If you require a further receipt of payment. You MUST email your request to - accts.mcg.group@gmail.com (Telephone requests cannot be actioned)

Your electronic receipt will be emailed the following week

land
ment

SALE AMT. \$33.90
GST \$2.50

BALANCE DUE \$36.40

ase DO NOT place orders at this email
ress. Fax orders to 3003 0917

DUE DATE FOR PAYMENT: 23/04/2012

net

This is your Credit Card Receipt

you have completed this payment authority and Faxed it to us for payment. Keep this slip as your receipt. You can use this official receipt to reconcile your statement

Card Holder Name: _____

Total Amount Paid \$

Card # _____

Expiry Date: ___ / ___

**Please note that payments on Amex cards incur a \$5.00 transaction fee.

Direct Debit - Grab n Go - BSB 484 799 Acct 20083 6311. If you use DD you MUST remit our payment details to fax 3003 0917 or Email accts.mcg.group@gmail.com

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530008 / 420 4001 PG \$ 13.75 ✓

530008 / 420 4001 PF \$ 4.45 ✓

1-0-disc Pol 1ss 17/4/12 Cool Beans Newmann Prem

530010 / 420 4001 PN \$ 18.20 ✓

0-1-disc Pol 1ss 17/4/12 Cool Beans Newmann Prem

\$ 36.40 ✓

~~1-0-disc~~ Pol 1ss 17/4/12 Cool Beans Newmann Prem ✓