La Trobe University EFT / Cash refund form for Transact La Trobe

This form must be filled out & signed by the Transact La Trobe user before being submitted and processed by Transact La Trobe.

Date: (mm/dd/yyyy) / /

Campus: (circle the appropriate campus) Bundoora Bendigo Albury-Wodonga Shepparton Mildura

Full name (print):			
Student/ Staff no.:		Email address (student):	@student.latrobe.edu.au
Phone no./ Mobile: (inc area code)		Email address (staff):	@latrobe.edu.au

Reimbursement details - tick appropriate box and enter your current account balance
To view your Transact La Trobe account balance go to: www.latrobe.edu.au/campusgraphics/transact/account_info_index

☐	Graduated from La Trobe University ***(Transact La Trobe account closed permanently)***	**$**
☐	Discontinuation of studies at La Trobe University ***(Transact La Trobe account closed permanently)***	**$**
☐	Intermission of studies at La Trobe University ***(Not studying for either one or two semesters)***	**$**
☐	Malfunction of a Transact La Trobe device ***(Device asset number required: CG _____)***	**$**
☐	Other (must state a reason):	**$**
	Total	**$**

***Note**: If student &/ or staff have received monies from a faculty/ school/ department/ division for studying &/ or departmental purposes on their Transact La Trobe account they will be ineligible to receive a refund for those monies.*

For either an EFT payment (account balance **over** $5.00) or cash refund (account balance **under** $5.00) this form requires a signature from an authorised Transact La Trobe officer prior to submission or processing.

If the refund exceeds $5.00 payment is only by EFT

EFT in favour of (full name):		Account name:	
Account no.:		BSB (6 digits):	
Bank name:		SWIFT code (overseas banks only):	
Student/ Staff/ Casual user's name (print):		Student/ Staff/ Casual user's signature:	

For amounts **exceeding $5.00** for EFT payment this form can be submitted by one of the following three methods:

1. Hand in at:	Campus Graphics, Bundoora campus (located next to car park 6)	Campus Graphics, Bendigo campus (located ground floor, Library/ Union Building)
2. Fax:	Attention: Kavita Pathik (Bundoora campus) (03) 9479 1655	Attention: Helen Muller (Bendigo campus) (03) 5444 7631
3. Mail:	Attention: Kavita Pathik Campus Graphics College Drive La Trobe University, Victoria 3086	Attention: Helen Muller Campus Graphics Bendigo PO Box 199 Bendigo La Trobe University. Victoria 3552

Campus locations for Cashier offices (for refunds under $5.00):
Authorised Transact La Trobe signature required before proceeding to Cashiers

Bundoora	Level 2, David Myers Bldg	**Albury-Wodonga**	Student Administration, Ground floor, Michael J. Osborne Bldg	**Mildura**	Reception, Brian Grogan Bldg
Bendigo	Reception, Finance Bldg	**Shepparton**	Administration Bldg, 127 Welsford st, Shepparton		

Transact La Trobe Use Only:

For EFT payment or cash refund, this form must be signed by an *authorised Transact La Trobe officer before processing can occur.*
Departmental Authorising Officer:

Full name (print): _____ Signature: _____ Date: / /

Expense Chargeable to:								Finance Division Use Only	
Company Code	**Account**	**Cost Centre**	**Profit Centre**	**Fund**	**Amount**	**Cashier code**	**Tax Code**		
1000	270010	1608	123	103062	**$**	**184**	GZ	Calculations checked:	
								Vendor Number:	