

Mailing address

La Trobe University
Victoria 3086 Australia

E clubs@latrobe.edu.au

CAMPUSES

Melbourne (Bundoora)
Albury-Wodonga
Bendigo
City (Collins Street)
Mildura
Shepparton
Sydney

Dear Vendor,

We're super excited that one of our student clubs wants to work with you!

La Trobe University's finance department has some requirements; we want to clarify the information we need to see on an invoice before we can process it. These align with **Australian Taxation Office (ATO) guidelines** and our internal payment processes.

What we need:

- **The invoice must be addressed to 'La Trobe University'** Including the name of the club or executive is fine but specifically La Trobe University must come first e.g. "La Trobe University – Club Name"
- **The document heading must state "Tax Invoice"**. We cannot process a "Quote", "Pro Forma Invoice", or similar document.
- **Your legal business name, physical address (not a PO Box), phone number and email address.**
- **Invoice Date**
- **Invoice number**
- **Bank account details for payment (BSB and Account Number)** La Trobe pays all vendors via EFT.
- **GST Details** If GST is charged, please show the GST amount clearly. If not registered for GST, please write "GST not applicable" or "\$0.00".
- **ABN (Australian Business Number)** – If you don't have an Australian Business Number please provide a completed form – [Statement by a Supplier](#).
- **La Trobe University ABN:** For invoices over \$1,000 (incl. GST), please ensure our ABN is also included: **64 804 735 113**.
- **Line items** Each item/service the club is purchasing from you needs to have a line-item detail with associated costs, i.e. a clear description of each product or service, quantity or unit were applicable, cost per item and total cost.

You can refer to the official ATO tax invoice requirements here: [ATO – Tax invoices](#)

We appreciate the time you spend working with our student clubs and hope to work with you more in the future!

If you have any questions, please don't hesitate to contact us on clubs@latrobe.edu.au

Kind regards,

Student Clubs Team | Student Life | La Trobe University