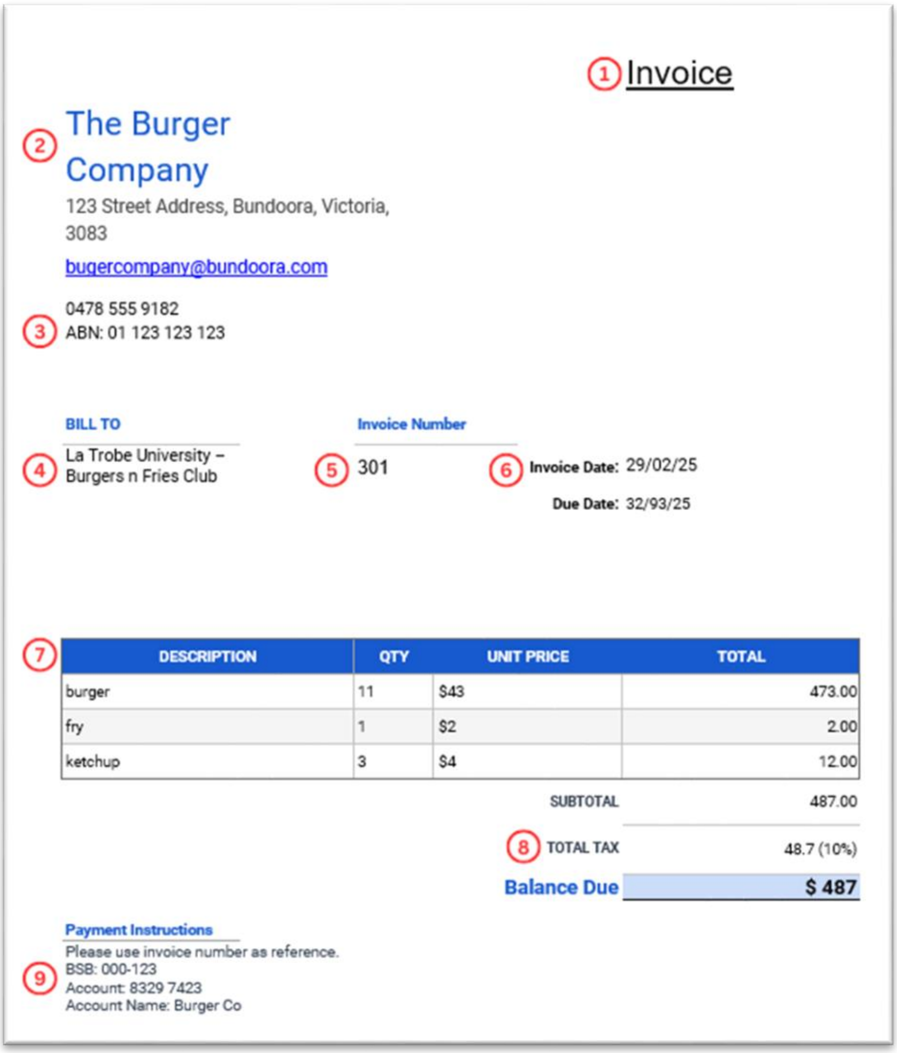
Invoice Guide

Invoices are the best way to fund your club as it means money is sent straight from La Trobe to the business. Invoices may seem scary at first but we're here to break them down and guide you through them. 😊

Invoices are just a list of goods or services provided by a **vendor**, detailing the amount due. A "vendor" is the person or company you're buying goods / services from, on behalf of your club.

Here's what an invoice you receive might look like. The format will likely be different, but the information will be the same.



1 Invoice

2 The Burger Company

123 Street Address, Bundoora, Victoria, 3083

bugercompany@bundoora.com

0478 555 9182

3 ABN: 01 123 123 123

BILL TO

4 La Trobe University – Burgers n Fries Club

Invoice Number

5 301

6 Invoice Date: 29/02/25

Due Date: 32/93/25

7

DESCRIPTION	QTY	UNIT PRICE	TOTAL
burger	11	$43	473.00
fry	1	$2	2.00
ketchup	3	$4	12.00

SUBTOTAL 487.00

8 TOTAL TAX 48.7 (10%)

Balance Due $ 487

Payment Instructions

Please use invoice number as reference.

9 BSB: 000-123

Account: 8329 7423

Account Name: Burger Co

Example invoice, please refer to each numbered item.

What we need to see on an invoice:

1) Have the heading "Invoice" p.2
2) Vendor Name and contact information p.2
3) Vendor ABN p.2
4) To be addressed to La Trobe University p.2
5) Invoice Number p.3
6) Invoice Date p.3
7) Line items for what payment is for p.3
8) GST Details p.3
9) Bank Details p.3

① Invoice Heading

It sounds obvious but the heading of an invoice needs to be "Invoice" Or "Tax Invoice". Finance cannot process a "Quote" or anything else unless clearly labelled as an invoice.

② Vendor Name and Contact Information

A vendor should include their business name, email address and phone number. This is so the finance team can contact them in regard to the invoice in case anything goes awry.

③ Vendor ABN

ABN (Australian Business Number) must be written on the invoice. If a business tells you, they don't have an ABN they will need to include a Statement By Supplier.

④ Invoice Address

An invoice should always be addressed first to La Trobe University. Adding a club name after that is fine, but La Trobe needs to come first.

⑤ Invoice Number

This one's easy, invoices just need a number to be referenced by. Even if your vendor is an individual person who hasn't invoiced before, it can always be "Invoice 001".

⑥ Invoice Date

Each invoice needs to include the date it was made and a due date.

⑦ Line Items

Each item needs its own line detailing the costs associated with it. This is separate from the subtotal (where GST is included) and must be included even if there's only one item.

⑧ GST Details

GST (Goods and Services Tax) should always be on an invoice, even if it's not applicable. Vendors who aren't registered for GST should put GST as 0 or note on the invoice they are not GST registered. Finance cannot process an invoice if there is no mention of GST.

⑨ Bank Details

La Trobe pays vendors directly through bank transfers, so an account name, BSB and Account Number are required to send through the money.

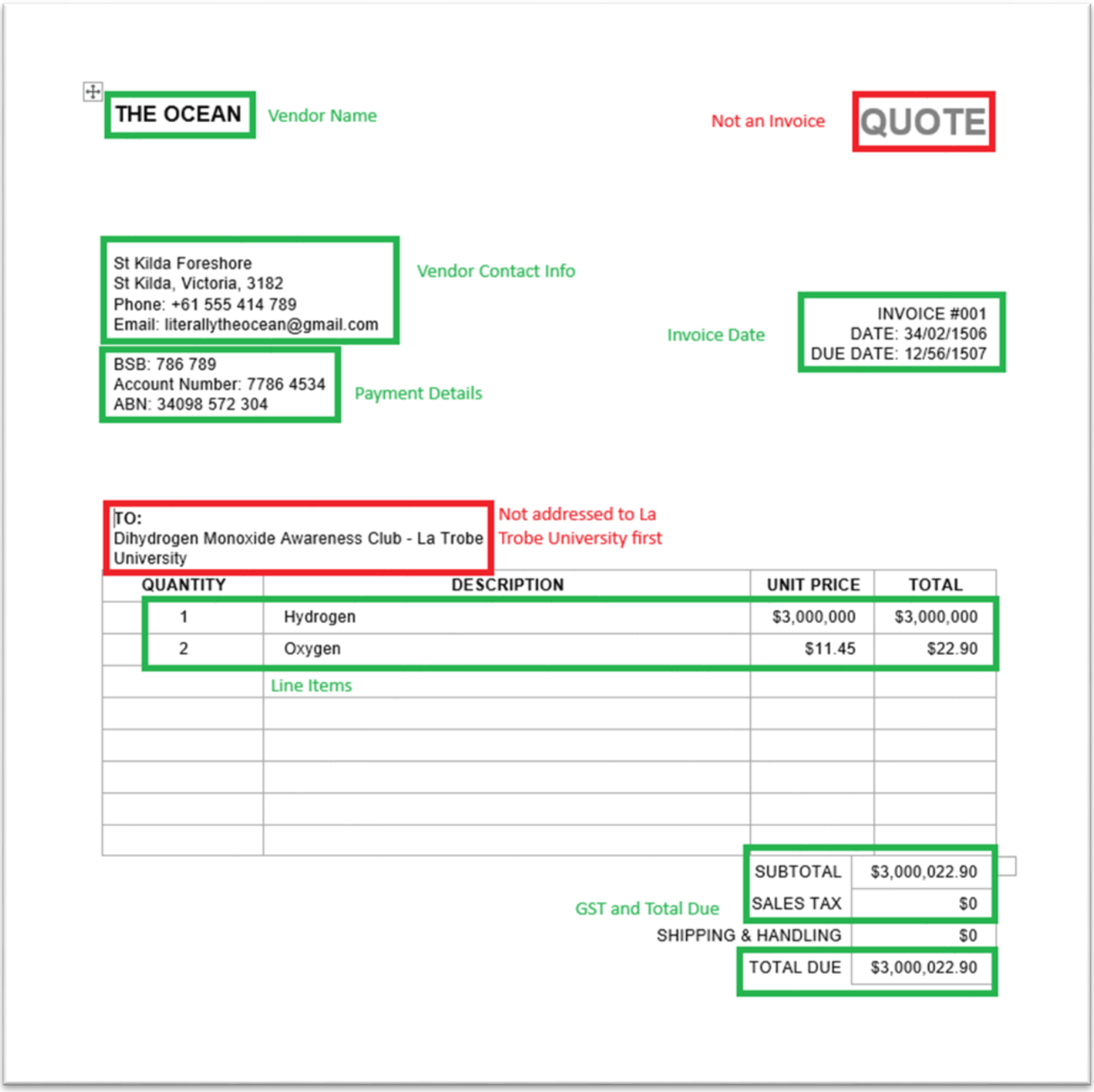
La Trobe cannot process invoices that require payment via BPAY, Pay ID, or PayPal.

Requests for a Deposit

Note - if the invoice is for a deposit, the total must be for the deposit only. If you need help with this, just reach out.

Check out the following pages for some bad examples….

Here are some examples of invoices we would turn back, and why:



THE OCEAN — Vendor Name

Not an Invoice — QUOTE

St Kilda Foreshore
St Kilda, Victoria, 3182
Phone: +61 555 414 789
Email: literallytheocean@gmail.com

Vendor Contact Info

BSB: 786 789
Account Number: 7786 4534
ABN: 34098 572 304

Payment Details

Invoice Date

INVOICE #001
DATE: 34/02/1506
DUE DATE: 12/56/1507

TO:
Dihydrogen Monoxide Awareness Club - La Trobe University

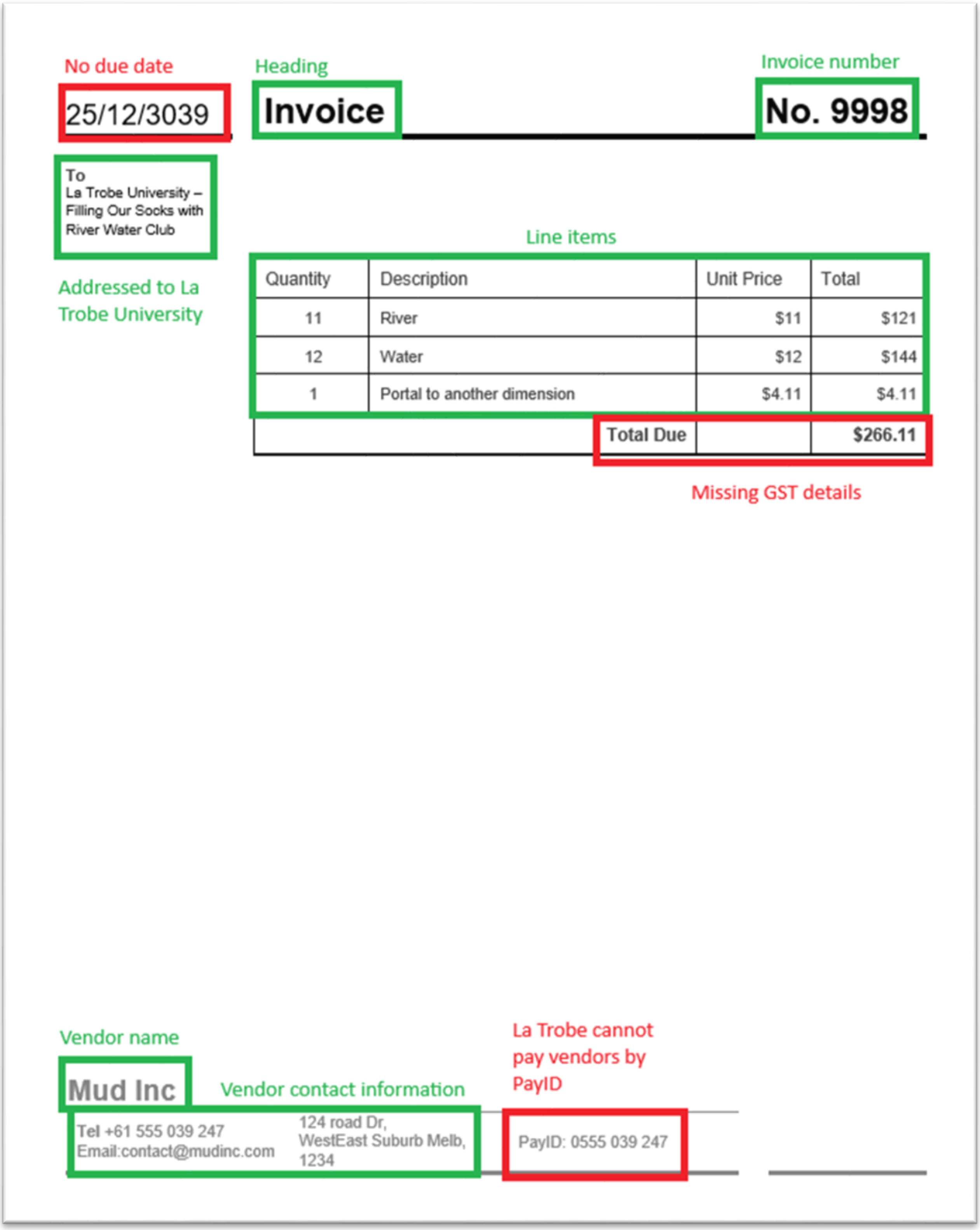
Not addressed to La Trobe University first

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Hydrogen	$3,000,000	$3,000,000
2	Oxygen	$11.45	$22.90

Line Items

SUBTOTAL	$3,000,022.90
SALES TAX	$0
SHIPPING & HANDLING	$0
TOTAL DUE	$3,000,022.90

GST and Total Due



25/12/3039

Invoice

No. 9998

To
La Trobe University – Filling Our Socks with River Water Club

Quantity	Description	Unit Price	Total
11	River	$11	$121
12	Water	$12	$144
1	Portal to another dimension	$4.11	$4.11
	Total Due		**$266.11**

Mud Inc

Tel +61 555 039 247
Email:contact@mudinc.com

124 road Dr,
WestEast Suburb Melb,
1234

PayID: 0555 039 247

If you're still not 100% confident, don't be afraid to ask for help! You can reach us at clubs@latrobe.edu.au.