



## Internal Account Request Form

Please complete and return this form to <u>hospitalityandevents@federation.edu.au</u> to request an account card which can be utilised at the on-campus Commercial Service operated cafes, and Fedstore for internal purchasing.

## **Account Contact Details**

Name	
Department	
Campus	
Phone	
Email	

## **Financial Details and Authority**

Journal Code\*

X \*I have the authority to charge the listed items to the account code supplied

Name		
Signature		
Date		

Internal purchases will be processed via monthly journal transfer to the journal code listed above. The account card must be presented instore to make purchases.

Comments/Additional Information

Request Processed Collected/Sent Date: Signature

**Federation** Commercial Services

Fedliving | Fed Retail | Hospitality and Events | Fedprint Health Sports + Aquatic Centre | Federation Children's Centres Connect with us! **f** ♥ ⓓ ► in Federation.edu.au/commercialservices

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