

Internal Account Request Form

Please complete and return this form to hospitalityandevents@federation.edu.au 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* _____

*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
Card collected/sent:
Date:
Signature: