

MBA

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Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

2/130 Little Collins Street

Melbourne Victoria 3000

Telephone: (03) 9251 5232

Newsletter

PAYMENTS FROM MBA

Effective immediately Accounting Services will process EFTs & BPAY payments **once a week only** on **Thursdays** , instead of twice a week (Tuesday and Friday) previously.

To ensure that you meet this cut off it is important for you to send in your acquittals/ reimbursements at the earliest.

ANZ credit card statements to be paid by the due date . However relevant documentation is required 5 working days prior to the due date.

BPAY PAYMENTS

We have now introduced BPAY option to pay supplier, hence cheque payments will not be a preferred payment method.

To avail of this option it is important to send the invoice which clearly shows the PAYMENT OPTION section or BPAY details

Priya and Merryn

19/10/18