


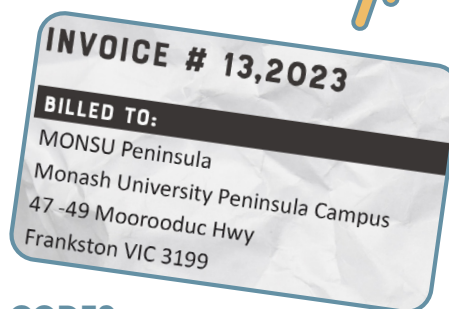
# Pay club expenses via invoice

Sometimes, when your club needs a larger amount paid for merchandise, catering, venue bookings e.t.c., you'll receive an invoice from the business either prior or post the event.

**YOU NEED TO SUPPLY 3 DOCUMENTS COMBINED INTO 1 PDF DOCUMENT FOR THE INVOICE TO BE PAID FROM YOUR CLUB ACCOUNT.**

- » The **Club Payment Form**.
  - Make sure to include the expense code.
- » Meeting minutes with a motion number for the expense and the amount or an amount you all agree to spend up to.
- » The invoice from the vendor addressed to MONSU. See example below. 

Once you have all documents, combine them all in PDF format and send them to **MONSU**. MONSU will then pay the invoice on the club's behalf.



## Finance Codes for Clubs & Societies.....

### INCOME CODES

<b>4-2140</b>	Event Income
<b>4-2165</b>	Fundraising Income
<b>4-2282</b>	Membership Income
<b>4-2330</b>	Sponsorship Income
<b>4-2340</b>	Merchandise Income

### EXPENSE CODES

<b>6-2010</b>	Advertising & Promotion / Branding (Showbags etc.)
<b>6-2020</b>	Catering Expenses
<b>6-2030</b>	Merchandise Expenses
<b>6-2040</b>	Prizes & Rewards
<b>6-2050</b>	Fundraising Expenses
<b>6-2060</b>	Professional Membership
<b>6-2070</b>	CAV Annual Fee
<b>6-2080</b>	Function / Event Expenses including: Decorations, Performers & Entertainment, Security, Venue Hire, Printing, Equipment Hire, Stationery related to function

### CLUB CODES

<b>C9415</b>	Peninsula Society of Teachers
<b>C9620</b>	Monash University Nursing & Midwifery Society (MNMS)
<b>C9635</b>	Saudi Association of Monash (SAM)
<b>C9643</b>	Monash University Paramedic Society (PARASOC)
<b>C9646</b>	Monash University Physiotherapy Society (MUPS)
<b>C9650</b>	Monash Green Thumbs Club
<b>C9655</b>	Peninsula Society of Music
<b>C9663</b>	Society of Occupational Therapy (SOOT)
<b>C9670</b>	HongKostralia