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| *Insert school/centre logo* |

**TAX INVOICE**

|  |  |
| --- | --- |
| **School/EC Setting:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Email:** |  |
| **ABN Number:** |  |
| **Invoice Number:** |  |
| **Invoice Date:** |  |
| **RMIT Purchase Order Number:** |  |

**You are unable to submit your invoice unless you have received a RMIT Purchase Order**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mentor Name** | **Preservice Teacher** | **Program****TCHE Code** | **Placement Date** | **No of days** | **Amount** |
|  |  |  |  | \_\_\_x$36.08 |  |
|  |  |  |  | \_\_\_x$36.08 |  |
|  |  |  |  | \_\_\_x$36.08 |  |
|  |  |  |  | \_\_\_x$36.08 |  |
|  |  |  |  | \_\_\_x$36.08 |  |
| **Site Coordinator:** | **Email:**  | \_\_\_x$1.80 | **$** |
| **Payment Details (ex gst)** | **Sub total** | **$** |
| **Mentor Teacher: $36.08** **per day per Preservice Teacher** | **+10% GST** | **$** |
| **Site Coordinator: $1.80 per day per Preservice Teacher** | **TOTAL** | **$** |

**Payment Details:**

**Financial Institution:**

**Account Name:**

**BSB:**

**Account Number:**

**PLEASE EMAIL THIS INVOICE TO APINVOICES@RMIT.EDU.AU**