



North Queensland Restocking, Replanting & On-farm Infrastructure Grants

North & Far North Queensland Monsoon Trough, 25 January-14 February 2019
Request to pay

V1 25/02/2020

Please use this form to draw down from the awarded grant to either claim reimbursement for expended, eligible expenses relating to your enterprise or to pay eligible vendor/s directly. Note - you only need to complete the relevant section/s of the form. For the Request to Pay to be processed please ensure that you have completed the 'Declaration and authorisation' section on page 2.

QRIDA Client ID							
Legal name of approved grant applicant:							
Please provide your QRIDA Client ID (if known):				Application ID:			
Do you have an existing Disaster Assistance Loan for your co-contribution amount? Yes No							
Reimbursement of Expenditure							
Invoice date	Invoice number	Date paid	Payment proof	Name of vendor/s	GST (Y/N)	Invoice amount (incl GST)	
Total of invoices (incl GST)							
Total of invoices (excl GST)							

Payment proof – please provide either a complete copy of the bank statement which clearly demonstrates confirmation of payment and/or provide the vendor’s official receipt confirming payment. <i>If you have more than seven invoices to list, please use the table provided at the end of this document.</i>	
Grant drawdown (50% of total invoices, excluding GST)	
Loan drawdown (if applicable) (50% of total invoices, excluding GST)	

Payment to:	
Account name:	
Name of bank:	
BSB number:	
Account number:	



Co-contribution payment direct to vendor					
Invoice date	Invoice number	Due date	Name of vendor	GST (Y/N)	Invoice amount (incl GST)
Total of invoices (incl GST)					
Total of invoices (excl GST)					
Please provide a copy of each invoice to be paid. <i>If including more than four invoices per vendor, please use the table provided at the end of this document. For payments to different vendors, please provide additional copies of this form.</i>					

Grant drawdown (50% of total invoices, excluding GST)	
Loan drawdown (if applicable) (50% of total invoices, excluding GST)	

Payment to:			
Name of vendor:			
Contact name:		Vendor phone number:	
Account name:			
Name of bank:			
BSB number:		Account number:	

Declaration and authorisation
<i>Before submitting this Request to Pay to QRIDA please ensure all relevant questions have been completed and all required documentation has been attached. At least one of the owners/partner/director/s or trustees must sign below unless otherwise specified.</i>
The signatory/ies below represent and warrant that they are authorised to sign this Request to Pay as, or on behalf of, the approved grant applicant.
Note - The Authority will only pay the GST exclusive amount for the invoices supplied. You may be entitled to claim input tax credits for the invoice/s you have supplied; please seek clarification from your business advisor.
Privacy Notice Personal information provided in the Request to Pay form, may be collected and used by QRIDA and its authorised representatives in relation to the administration of the North Queensland Restocking, Replanting and On-farm Infrastructure Grants (North and Far North Queensland Monsoon Trough, 25 January-14 February 2019) and providing grant funding under this Scheme. QRIDA may disclose this information to third party vendors as is required for these purposes. More information about QRIDA's general privacy policy is available on our website at www.qrida.qld.gov.au .
Please submit completed form/s via email: contact_us@qrida.qld.gov.au

Signatory 1			
Full name:			
Signature:		Date:	
Signatory 2			
Full name:			
Signature:		Date:	

This page is made available for additional listings, it is not a mandatory section of this form.

Additional details: reimbursement of expenditure						
Invoice date	Invoice number	Date paid	Payment proof	Name of vendor/s	GST (Y/N)	Invoice amount (incl GST)
Total of invoices (incl GST)						
Total of invoices (excl GST)						