

Commercial partner support form

Date: October 2020

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This form is to be used for all commercial partner support initiatives. The purpose of the form is to:-

- Create an audit trail for the transaction.
- Provide the required information to generate an invoice
- To list the RACI's obligations in the transaction and to measure if they have been delivered
- To inform the initiator that the funds have been received.

Invoice information

Initiator	Name	email

Commercial Partner	Company	Contact	email

Event/activity supported	Name	Business centre	Job number

Support offered	Amount	GST	Total

Obligations	Provided?

Initiator signature	
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Date	
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Financial Officer	
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Date	
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CEO	
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Date	
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