# Invoice Request

Asia Education Foundation
Level 4 Sidney Myer Asia Centre
Asialink, The University of Melbourne

Victoria 3010 Australia
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**E:** aef-support@asialink.unimelb.edu.au
**W:** www.asiaeducation.edu.au

**Bill To:**

Debtor: [ENTER SCHOOL NAME] Address: [ENTER SCHOOL ADDRESS]

Attention: [ENTER FULL NAME] ABN: [ENTER SCHOOL ABN]

Telephone: [ENTER PHONE NUMBER] Date: [ENTER DATE]

Email: [ENTER EMAIL ADDRESS]

**PROGRAM: GLOBAL GOALS YOUTH FORUM, VIC**

|  |  |  |
| --- | --- | --- |
| **Team 1** | **Team 2** | **Team 3** |
| [ENTER STUDENTS FULL NAME] [ENTER STUDENTS YEAR LEVEL] | [ENTER STUDENTS FULL NAME] [ENTER STUDENTS YEAR LEVEL] | [ENTER STUDENTS FULL NAME] [ENTER STUDENTS YEAR LEVEL] |
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| [ENTER TEACHERS FULL NAME][ENTER POSITION TITLE][ENTER EMAIL ADDRESS] | [ENTER TEACHERS FULL NAME][ENTER POSITION TITLE] [ENTER EMAIL ADDRESS] | [ENTER TEACHERS FULL NAME][ENTER POSITION TITLE][ENTER EMAIL ADDRESS] |
| **Total Cost ($500 per team)** | $0.00 |

Please list the top three Global Goals your students are interested in exploring:
1. [ENTER GLOBAL GOAL]
2. [ENTER GLOBAL GOAL]
3. [ENTER GLOBAL GOAL]

**OFFICE USE ONLY**

AEF program code: Global Goals Youth Forum 01-029152-P10

Name of staff requesting document: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of budget manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Themis reference (Finance Officer use only): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email completed form to** **e.gillingham@asialink.unimelb.edu.au** **before 5pm February 17.**