# Tax Invoice

# Office for Research – Quality Assurance Fee Payment Form

**Submit separate Payment Forms for each new application**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Project Lead: |  |
| Project Title: |  | | |
| QA Number (Office use only) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Select  option | Study type | $ Amount  (ext GST) | $ Amount (inc. GST) |
|  | Quality Assurance project: New Application | $100.00 | $110.00 |

###### Payment Methods

# Complete only one of the payment options

* GST does not apply to internal cost centre transfers (Option 1)
* GST must be applied to Cheque or Credit Card payments (Option 2).

###### Option 1: Internal cost centre transfer (GST not applicable)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cost centre no.: |  | Cost centre manager |  | Cost centre manager signature |  | **Amount (no GST)** |
|  |  |  |  |  |  | **$** |

###### Option 2: Payment by Cheque or Credit Card (include GST)

Cheque (made out to Melbourne Health)  Visa  MasterCard

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Credit card number | | | | | | | | | | | | | | | |  | Exp date | | | |  | CCV |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name on card |  | Signature |  | *Provide email address if receipt required* |  | Amount (inc GST) |
|  |  |  |  |  |  | **$** |

###### 

# Fee structure

The fee charged represents only partial recovery of the total cost of processing QA applications including the review of the initial submission through to the management of the project over its lifetime.

###### New Projects

|  |  |
| --- | --- |
| Amendments | Amendments will not attract a standard processing fee. The Office for Research retains the right to determine whether changes to the QA project will be processed as an amendment, or require the submission of a new application. |
| New project applications | All new applications will attract a flat fee of $100 for processing the application |