



Western Australian Flying Disc Association (WAFDA) Inc.
 ABN: 58 689 743 544
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Ultimate Delivery Sessions Procedure for Payments

To ensure prompt payment and effective account reconciliation process please review and adhere to the procedure outlined below:

For “Australian Active After School Classes” (AASC) you need to submit the following information:

- Booking confirmation*
- WAFDA AASC Expense Form
- Bank Account details for EFT payment.

Your booking confirmation form must be submitted to the Treasurer as soon as you receive it. Your expense claim should be submitted when your final class is completed.

**Your booking confirmation form is proof needed to invoice the site for delivery services.*

For “In School Sessions”, “Sport Development Days” or “Holiday Programs” you need to submit the following information:

- Organisation details - these must include:
- Contact Name
- Contact Number
- Billing Address
- Order number (if applicable)
- Date of the Session(s)
- Duration of Session(s)

- WAFDA Coaching Expense Form*
- Bank Account details for EFT payment.

**If you are delivering multiple sessions at the one site then submit your expense claim form when ALL classes are completed.*

Paperwork can be submitted via post, via email: treasurer@waultimate.com or in person to the Association treasurer.

Each month there will be two payment runs:

All paperwork received by the 12th day of each month will be processed for payment on the 14th day of each month. All paperwork received after the 12th day of each month will be processed for payment on the 28th day of each month.

Any disputes or outstanding claims must be directed to the attention of the Treasurer.

Please send your booking confirmation report and outstanding expense claim to: treasurer@waultimate.com

Play Ultimate

