



**AUSTRALIAN DEFENCE FORCE ACADEMY**  
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To : Heads of Schools  
Centre Managers  
Administrators

**ELECTRONIC FUNDS TRANSFER**

Electronic payments can now be made to the UNSW.

Financial Services are able to provide customers wishing to pay by electronic funds transfer the opportunity to do so.

**Provide Policy to the customer**

Upon receiving a request from the customer a copy of the Electronic Funds Transfer policy may be forwarded to the organisation. This may be done by post, fax or e-mail, when providing the electronic form please supply the attached PDF file, the application may be filled in using Acrobat and printed out with their details if they wish. If the organisation would like to proceed with electronic payments, they will return the form to the Manager, Financial Services by fax (02 6268 8620) or e-mail (a.yager@adfa.edu.au) providing the relevant details on the form.

A copy of the Electronic Funds Transfer Policy form can be found as an attachment to this bulletin.

**Record customer details on EFT Register**

An EFT user register has been established and will be maintained by the Finance staff, recording the organisations address, phone and contact details. The Electronic Funds Transfer policy forms once approved by the Financial Services Manager Anthony Yager or the Asst Manager Amber Ali will be recorded on the register and details of the account provided to customers.

**Remittance Advice to accompany payment**

For electronic payments to be made to UNSW and correctly applied to the customers account the details of the payment should accompany the funds transfer. The details required are invoice numbers, amount paid and the date of the payment. This remittance may be provided by either fax or by e-mail on the day the payment is made. Remittance information should be forwarded to Mrs Sandra Carnegie the Cashier/Purchasing Clerk, Financial Services by fax (02 6268 8620) or e-mail (cashier@adfa.edu.au) who will then forward it to Kensington with the daily banking.

**Failure of an organisation to provide details**

If an organisation does not provide remittance details they shall be issued a warning and that warning will be recorded in the Register.

With the third warning, notice will be made that the approval to make electronic transfer is revoked.

If you have any queries please do not hesitate to contact me.

Regards  
Anthony Yager  
Manager Financial Services

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