

**Viva Plan Management Invoicing Approval Form**

<b>Participant Name</b>		<b>NDIS Number</b>	
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As an NDIS Financial Plan Management service, we are required to follow NDIS guidelines when processing any invoices for payment.

We can automatically process invoices for services or supports you have received when:

- we have received a copy of a signed service agreement for the support provided
- you have sufficient NDIS funds available to cover the invoice
- the invoice contains the required information; and
- the supports provided align with your NDIS plan

I give approval for invoices to be paid where a signed service agreement is in place.	Yes / No
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You can elect to provide details for payment of invoices from nominated providers or for specific supports. For example, regular supports or consumables funding.

Please provide pre-approval authorisation details in the table below.

Service Provider	Support Description	Ongoing (until advised) or time limited to

If you choose to approve each individual invoice prior to payment please let us know and this can be arranged via the app.

Participant /Nominee/ Representative			
Full Name			
Signature		Date	

This above information can be updated at any time as required.