



Request for Internal Services Quote

ITEE Engineering & Technical Support Group

ITEE RISQ #

Requester Initiated Details *Please Print Clearly!*

Client Name	<input type="text"/>	Email	<input type="text"/>
Date Initiated	<input type="text"/>	Phone	<input type="text"/>
		Mob	<input type="text"/>
Description of Services Reqd	<input type="text"/>		Estimated Amount \$
	<input type="text"/>		<input type="text"/>

Authorised by *Please Indicate - Budget Holder or Financial Delegate Finance Officer (Mandatory Fields)*

Authorised by	<input type="text"/>	Signature	<input type="text"/>	UQ Username	<input type="text"/>
<i>Finance Officer</i>		<i>Signature</i>		<i>UQ Username</i>	
School / Centre	<input type="text"/>	Bus Unit	<input type="text"/>	Date Authorised	<input type="text"/>

Account to Charge *Please Print Clearly!*

Operational Unit	Site	Fund	Function	Exp Account	Project ID	Free Form Tag
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Remarks	<input type="text"/>					

ETS Cost Recovery Information

Please refer to the following ETS charge sheet for details [/ 20]

Quoting Officer	Richard Newport	Date	<input type="text"/>	Email Address	etsg@itee.uq.edu.au
Job# <i>If Applicable</i>		Client ID	<input type="text"/>	Business Unit	18200
Description of Services Supplied	Supply Parts From Stock <input type="checkbox"/> Manufacture [<input type="text"/>] x Printed Circuit Board Assy(s) <input type="checkbox"/>				
	Carry Out Repairs <input type="checkbox"/> Other Services <input type="text"/> <input type="checkbox"/>				

Labour Charges \$

Operational Unit	Site	Fund	Function	Rev Account	Project ID	Free Form Tag
4018206	01	101	01		xxxxxx	EELREC <input type="checkbox"/>

Material Charges \$

Operational Unit	Site	Fund	Function	Rev Account	Project ID	Free Form Tag
4018206	01	101	01		xxxxxx	EELREC <input type="checkbox"/>