



Request for Internal Services Quote

EECS Engineering & Technical Support Group

EECS RISQ #	
-------------	--

Requester Initiated Details *Please Print Clearly!*

Client Name		Email			
Date Initiated		Phone		Mob	
Description of Services Reqd					
					Estimated Amount

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

Authorised by		Signature		UQ Username	
<i>Finance Officer</i>		<i>Signature</i>		<i>UQ Username</i>	
School / Centre		Bus Unit		Date Authorised	

Account to Charge *Please Print Clearly!*

Operational Unit	Site	Fund	Function	Exp Account	Project ID	Free Form Tag
Remarks						

ETSG Cost Recovery Information

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

Labour Charges (\$40/Hr) \$ _____.

Operational Unit	Site	Fund	Function	Rev Account	Project ID	Free Form Tag
4018206	01	101	21	702150	xxxxxx	EELREC <input type="checkbox"/>

Material Charges \$ _____.

Operational Unit	Site	Fund	Function	Rev Account	Project ID	Free Form Tag
4018206	01	101	21	702150	xxxxxx	EELREC <input type="checkbox"/>