



Request for Internal Services Quote

ITEE Engineering & Technical Support Group

ITEE RISQ #	
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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						

ETS Cost Recovery Information *Please refer to the following ETS charge sheet for details [/ 20]*

Quoting Officer	Richard Newport	Date		Email Address	etsg@itee.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 \$ _____.

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

Material Charges \$ _____.

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