



# Request for Internal Services Quote

*ITEE Engineering & Technical Support Group*

ITEE RISQ #

**Requester Initiated Details** *Please Print Clearly!*

<b>Client Name</b>		<b>Email</b>	
<b>Date Initiated</b>		<b>Phone</b>	<b>Mob</b>
<b>Description of Services Reqd</b>			<b>Estimated Amount</b> \$

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

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

**Account to Charge** *Please Print Clearly!*

Operational Unit	Site	Fund	Function	Exp Account	Project ID	Free Form Tag
<b>Remarks</b>						

**ETS Cost Recovery Information**

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

<b>Quoting Officer</b>	Keith Bell	<b>Date</b>		<b>Email Address</b>	bell@itee.uq.edu.au
<b>Job# If Applicable</b>		<b>Client ID</b>		<b>Business Unit</b>	18200
<b>Description of Services Supplied</b>	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
4018201	xx	xxx	xx	702150	xxxxxx	KBEL82 <input type="checkbox"/>
4018201	xx	xxx	xx	702150	xxxxxx	RESLBRCHRG <input type="checkbox"/>

**Material Charges** \$ \_\_\_\_\_.

Operational Unit	Site	Fund	Function	Rev Account	Project ID	Free Form Tag
4018206	xx	xxx	xx	702150	xxxxxx	EWSREC <input type="checkbox"/>