This form is to be completed prior to any work being performed on behalf of The University of Queensland.

Email this completed form to ar@fbs.uq.edu.au

|  |
| --- |
| **To be completed by UQ Academic or UQ Service / Goods Provider** |
| **Customer Details** | Name |       | ABN |       |
|  | Address Line 1 |       |
|  | Address Line 2 |       |
|  | City  |        | State  |       |
|  | Country |       | Post Code |        |
| **Contact Information** | Name |       | Phone |       |
|  | Position |       |
|  | Email Address |       |

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| **To be completed by UQ Finance Officer** |
| **Is this a new UniFi Customer?** [ ]  Yes [ ]  No  | [Search for the customer in UniFi](https://www.unifi.uq.edu.au/psp/ps_3/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL)  |
| **Is there a contract between the Customer and UQ?** [ ]  Yes**\*** [ ]  No | **\*** Ensure a signed copy of the contract is kept on file. |
| **Has the Customer provided a Purchase Order?** [ ]  Yes [ ]  No**\*** | **\***As per[UQ Policy](http://ppl.app.uq.edu.au/content/9.35.01-accounts-receivable#Procedures)ensure a PO is obtained before any work is performed. |
| **Is the price of the Goods or Services < $200?** [ ]  Yes**\*** [ ]  No | **\***Obtain an upfront cash or credit card payment as per [UQ Policy](http://ppl.app.uq.edu.au/content/9.35.01-accounts-receivable#Procedures) |
| **Is this a Once Off Customer? [ ]  Yes\* [ ]  No** | **\***Description Goods/Services         |
|  | **\***Invoice Amount $       |
| **Type of Customer** |  [ ]  Company [ ]  Government [ ]  School / University [ ]  Donor [ ]  Research Accounting Use Only [ ]  Sponsor [ ]  Other  |
| **Special Instructions or Comments** |       |
|  |  |
| Billing Business Unit |       | Date |    /    /      |
| Finance Officer |       | Extension |       |