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](mailto: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 |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |