## Request for invoice





A purchase order or relevant supporting documentation is compulsory with all UQ invoices. Refer to the <u>Billing a customer</u> guidelines for more information.

Customer infor	mation									
Custome	r Name				А	.BN				
UniFi Cust	tomer #									
Contac	t Name									
Ad	dress 1									
Ad	dress 2									
	City				St	ate				
Country					Post Code					
Email address										
Purchase (	Order#									
Invoice header	dotoil									
Invoice request										
			Phone							
Special instru										
Invoice line info	ormation – line ´	1								
Description of Goods/Services			Currency	Qty	Unit Price	e ex GST	Total e	al ex GST GST		
Chart string										
Opal	Site	Fund	Function	Ac	count	Project ID		FFT		
Invoice line info	armatian line (									
Invoice line information – line 2						0.07	T ( )	0.07	007	
Description of Goods/Services		Currency	Qty	Unit Price	e ex GST	Total e	x GST	GST		
Ol t - ti	1: 4									
Chart string - same as line 1			- "	Accesses		Dreinet ID		FFT		
Opal	Site	Fund	Function	Ac	Account P		Project ID		FFT	
			1.00							
If required, add additional line information on page 2. If you need help with your chart string information, please contact your local <u>Finance Advisory</u> team for support.										
Email completed form to billing.transactions@uq.edu.au.										

Date

CRICOS Provider 00025B • TEQSA PRV12080

Invoice #

Trade Billing use only

Invoice entered by

Invoice total

## Request for invoice Additional lines



Complete this form and attach to the Request for invoice if additional lines are required.

Customer inforr	nation									
Custome	<sup>r</sup> Name									
Invoice header	details									
Invoice reque	sted by									
Invoice line info	rmation – line 3									
Description of Goods/Services			Currency	Qty	ty Unit Price ex (		T Total ex GST		GST	
Description of C	escription of Goods/Services		Currency	Qty	Office	- EX GST	Total 6	x G31	001	
Chart string										
Chart string	Cito	Euro d			t	Dusia	at ID		ССТ	
Opal	Site	Fund	Function	A	ccount Proje		CT ID		FFT	
Invoice line info	rmation line 1									
Invoice line information – line 4			Cumaran	Ofni	Oty Unit Price		Total and		007	
Description of Goods/Services		Currency	Qty	Qty Unit Price e		ex GST Total ex		x GST GST		
Chart string - sa								l		
Opal	Site	Fund	Function	А	Account Proje		ect ID		FFT	
Invoice line info	rmation – line 5									
Description of Goods/Services			Currency	Qty Unit Price		e ex GST Total ex		x GST	GST	
Chart string - sa	ame as line 3									
Opal	Site	Fund	Function	Account		Project ID		FFT		