

Request for invoice

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A purchase order or relevant supporting documentation is compulsory with all UQ invoices.
Refer to the [Billing a customer](#) guidelines for more information.

Customer information			
Customer Name		ABN	
UniFi Customer #			
Contact Name			
Address 1			
Address 2			
City		State	
Country		Post Code	
Email address			
Purchase Order #			

Invoice header detail			
Invoice requested by			
Email		Phone	
Special instructions			

Invoice line information – line 1						
Description of Goods/Services	Currency	Qty	Unit Price ex GST	Total ex GST	GST	
Chart string						
Opal	Site	Fund	Function	Account	Project ID	FFT

Invoice line information – line 2						
Description of Goods/Services	Currency	Qty	Unit Price ex GST	Total ex GST	GST	
Chart string - same as line 1						
Opal	Site	Fund	Function	Account	Project ID	FFT

If required, add additional line information on page 2.
If you need help with your chart string information, please contact your local [Finance Advisory](#) team for support.

Email completed form to billing.transactions@uq.edu.au.

Trade Billing use only

Invoice entered by		Date	
Invoice #		Invoice total	

Request for invoice

Additional lines



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

Customer information

Customer Name

Invoice header details

Invoice requested by

Invoice line information – line 3

Description of Goods/Services	Currency	Qty	Unit Price ex GST	Total ex GST	GST

Chart string

Opal	Site	Fund	Function	Account	Project ID	FFT

Invoice line information – line 4

Description of Goods/Services	Currency	Qty	Unit Price ex GST	Total ex GST	GST

Chart string - same as line 3

Opal	Site	Fund	Function	Account	Project ID	FFT

Invoice line information – line 5

Description of Goods/Services	Currency	Qty	Unit Price ex GST	Total ex GST	GST

Chart string - same as line 3

Opal	Site	Fund	Function	Account	Project ID	FFT