

User funded work request process



Create Archibus service request

Under **Job Type** select one of the following:

YES – Quotation Required
(if estimated to be over \$2000)

YES – NO Quotation Required
(if estimated to be under \$2000)
PO number must be provided

Enter location/problem and description details.

Next to 'Chart of Account' enter the billing details and PO number. **It is your responsibility to raise the PO and provide this before works are completed.**



Submit when all details are complete.



Is a quote required for work estimated over \$2000?

 **Yes, quote required**

Service Request will be returned to the client with the quote for approval.

Client to enter PO number before approving the cost of the quote.

Property and Facilities will assign the work to a contractor.

 **No quote required**

Property and Facilities will assign the work to a contractor and will advise the client on the cost.

Client will receive invoice for payment

The Client (PO Requester) will receive an invoice for payment.