

Request for internal services quote (RISQ)

Buyer initiated details

Date RISQ raised		Purchasing business unit	
Buyer		Phone	
Email			
Description of goods or services		Estimated amount	
Finance Professional Services team email			

Chart fields

Operational unit	Site	Fund	Function	Expense account	Project	FFT		Amount		Percentage

Authorisation

Budget approved	Yes	No	Budget holder name	
Budget holder signature				Date
How do I create a digital signature?				

Seller pricing quote

Date of quote		Billing Business Unit				
Quoting officer		Phone				
Email						
Description of goods or services		Amount				
Seller reference						
Operational unit	Site	Fund	Function	Revenue account	Project	FFT