

Authority to Purchase

Where a purchase order has not been provided or in the absence of a signed contract / agreement,

The University of Queensland requires a completed Authority to Purchase for the supply of goods and / or services

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Invoice To | | | | Supplier | |
| Company Name |  | | | The University of Queensland  Brisbane QLD 4072  Australia  ABN 63 942 912 684 | |
| Attention of |  | | |
| Email |  | Phone |  |
| ABN |  | | | UQ Contact | |
| Full Address |  | | | Name | Kellie Colahan |
| Accounts Payable Email |  | | | Phone | 07 3365 8525 |
| Reference # |  | | | Email | outreach@eait.uq.edu.au |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pricing | | | | |
| Description of Goods / Services | Quantity | Unit Price  *ex GST* | GST | Total  *incl. GST* |
| UQ’s Science and Engineering Challenge (Team of 16 – 32 students) |  | 400 | 40 | $440 |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total including GST** | | | | $440 |

|  |  |
| --- | --- |
| Comments or Special Instructions |  |
| Pricing Breakdown & Attachments |  |

|  |  |  |
| --- | --- | --- |
| Authorisation | | |
| By signing below, you declare you are duly authorised to purchase on behalf of the organisation and authorise The  University of Queensland to proceed with invoice delivery for the supply of goods and/or services detailed on this form.  **Click** [**here**](https://coo.uq.edu.au/files/5427/uq-credit-account-terms-conditions.pdf) **to read the University of Queensland’s Credit Terms & Conditions** | | |
| Company |  | Signature |
| Full Name |  |  |
| Title / Position |  |
| Phone |  |
| Date |  |