

Job Request Number :
Work Order Number :

University of Tasmania Job Request



REQUESTOR INFORMATION

Requestor Name*: _____ Date*: _____
School/Section/Faculty*: _____ Telephone no*: _____

JOB INFORMATION

Asset No: _____ Facsimile No: _____
Location*: _____ Required Date/Time: _____
Room No*: _____ Floor Level*: _____

Job Description* (please clearly indicate if a quotation/cost estimate is required – see Notes below):

If this Job Request refers back to a quotation, please supply the reference no: _____

* **Mandatory fields**
Refer to Priority codes on AMS Website <http://www.utas.edu.au/ams>

NOTES ON QUOTES/COST ESTIMATES:

Quote: A quote will not normally be provided for jobs that are expected to be less than \$1,000. A quote should normally only be obtained where there is a high probability of the works proceeding. Quotes are usually valid for a limited period.
Cost Estimate: A cost estimate provides an indication of the likely cost of the Job and is not an agreed price for the works. A cost estimate will become out-of-date with passage of time or where the detailed scope and specifications differ from the original Job Request.

Sufficient time should be allowed for the cost estimate/quote to be arranged. A period of three weeks is not unusual.

AUTHORITY

Account number to be debited : ____ . ____ . ____ . ____ . ____ Amount : _____

Request authorised by : _____ Date: _____
Head of School/Section or FMIS Authorised Officer

TO BE COMPLETED BY ASSET MANAGEMENT SERVICES

Account number to be credited : ____ . ____ . ____ . ____ . ____ Amount : _____

Date: _____
Asset Management Services Authorised Officer

Please forward the completed form together with any relevant documentation to your regional Asset Management Services office at the address below. Once received by Asset Management Services, the job request will be entered into Pinnacle and an officer will then contact you to discuss the details of the request. If you have any queries, please contact the Asset Management Services Help Desk on 2816 (Hobart jobs) or 3637 (Launceston and Burnie jobs).