Fieldglass Purchase Order Creation

PO Creation - Finance

Once TA has submitted the Work Order and it has been approved/the supplier has accepted, the **Hiring Manager is to action the PO immediately by sending a request to Finance**.

Email Template to send to Finance

Send email to: Sue Taylor via central-finance-transactions@uq.edu.au

Subject: Request for PO creation - Candidate name, Position Title (JPXXXX)

- Attach Work Order and Approved Procurement Plan

Dear Sue,

A new work order has been approved for <Candidate Name>in a **<Position Title>** position (JPXXXX) from <Date>to <Date>, attached is the original procurement plan and the work order.

The confirmed chart string to cost this contract placement is: XXXX

Please raise a Purchase Order to the value of $MAXIMUM AMT addressed to Allegis Global Solutions - vendor #22487, outlining the position title and contractor name.

Email address is: QGov-ResourceManager@allegisglobalsolutions.com

> **Supplier:** 0000022487
> Allegis Global Solutions Australia Pty
> Level 19
> 99 Walker St
> North Sydney NSW 2060
> Australia

Please reach out to me if you have any questions.

Kind regards,