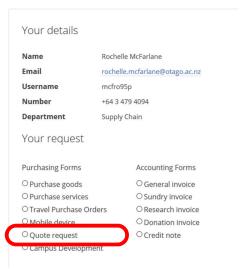# Finance Forms – Request a Quote

Finance Forms can be found via the AskOtago login at
https://otago.custhelp.com/app/forms/finance.
This factsheet takes you through submitting a Purchase Form for a Quote Request
Choose the form type you require and submit using the "Submit Request" button at the end
of the form

Your Details: These sections auto-populate when you login

Finance forms

Your details

Name	Rochelle McFarlane
Email	rochelle.mcfarlane@otago.ac.nz
Username	mcfro95p
Number	+64 3 479 4094
Department	Supply Chain

Your request

Purchasing Forms
- ○ Purchase goods
- ○ Purchase services
- ○ Travel Purchase Orders
- ○ Mobile device
- ○ Quote request
- ○ Campus Development

Accounting Forms
- ○ General invoice
- ○ Sundry invoice
- ○ Research invoice
- ○ Donation invoice
- ○ Credit note

Your Request:

1. <u>Form type</u> - select "Quote Request"
2. <u>Quote request</u> – free text field, type anything you think will be useful to the purchasing team to obtain quote/s for you
3. <u>Attach documents</u> – attach any relevant documents here, they can be any format
4. <u>Submit request</u> – click to submit to the Purchasing Team to process the request. You will receive confirmation that it has been submitted

Quote request

ℹ️ Use this form if you would like the purchasing team to source quotes from suppliers for something.
(Example: a new computer)

Please provide as much detail as possible.
(Examples: specification requirements, links, emails, supplier preference, etc.)

Quote request

Attach documents (if required)

[Browse...] No file selected.

✓ Submit request