

Duke University Interdepartmental Request and Invoice (IRI)

IRI # (optional)

For internal reporting only

Request to:

DEPARTMENT RENDERING SERVICE

Date

Initiator of Request:

Name

Dept

Address

Phone #

Email

DUID (*required):

Duke Unique ID is located on your DukeCard

IRI paper form allowed for only the following (must check one - *required)

- | | |
|--|--|
| <input type="checkbox"/> Student Organizations | <input type="checkbox"/> DUAA Textbooks |
| <input type="checkbox"/> DukeCard ID | <input type="checkbox"/> Letterman's Jackets |
| <input type="checkbox"/> DukeCard Deposits | <input type="checkbox"/> Labcoats |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Patient Meals |
| <input type="checkbox"/> Parking Passes | <input type="checkbox"/> Other (non-retail): |

Authorized Signature

Department Charge Information

Co code	Cost Object	Type	GL Account	%	Amount

TO BE COMPLETED BY CASHIER
in lieu of attaching register receipt

Sale Date

POS Reg #

Location

Purchase information

Qty	Unit	Description	Unit Price	Amount
GRAND TOTAL			\$	-

Business Reason for Purchase

Signature of Person Receiving Goods or Services

Date

Print Name

INSTRUCTIONS FOR COMPLETING THE IRI

1 Request to:

In the "Request To" field, enter the department that will be providing the service or item(s) to be purchased.
Enter today's date in the date field.

2 IRI# (optional)

Assign an IRI number for tracking purposes if desired

3 Initiator of Request for Services

- a. Enter the employee **name** is requesting the service and/or item(s)
- b. Enter the **department** name of the employee
- c. Enter the box number or physical **address** of the requesting department or Principal Investigator
- d. Enter the **telephone number** of the employee
- e. Enter the **email address** of a contact person
- f. The form must be **signed** by the employee in the Authorized Signature field.

4 DUID (REQUIRED FIELD **)**

Enter the DUID of employee (in name field) requesting the service and/or items(s)

5 Check the appropriate category for allowable IRI paper form expenses.

IRI paper forms are only allowed for the following expense categories:

- Students Organizations
- DukeCard IDs
- DukeCard Deposits
- Catering
- DUAA Textbooks
- Letterman's Jackets (based on list provided by DUAA)
- Labcoats (based on list provided from department)
- Patient Meals

6 Duke Code to be Charged:

- a. Enter the four digit company code the cost object charged belongs to
In the G/L Account field enter the appropriate G/L account to be charged. (ex. 646100, Office Subscriptions, Periodicals, and Books)
- b. Enter the Cost Object(s) (i.e. cost center, WBS element) where the charges should be posted.
- c. Enter the Type
 - C = Cost Center
 - W = WBS Element (projects)
 - F = Fund

7 To Be Completed by Cashier:

This is not to be filled out by the requestor. This is for use by the department filling the order to add register info.

8 Purchase Information:

- a. Quantity Enter the quantity to be ordered
- b. Unit Enter the unit of measure (e.g. each, box, hour, etc.)
- c. Description Enter the description of the item or service to be purchased
- d. Unit Price Enter the price per unit of measure (ex: if \$6.50 per box, enter 6.50)
- e. Amount Excel will automatically calculate the price of the line if the quantity and unit price have been entered.

9 GRAND TOTAL Amount of Invoice:

Excel will add up the lines in the amount column to get the total amount to be charged to the department per this IRI.

10 Business Reason for Purchase

Enter the business reason for the purchase.

If purchase is for a business meal, list business purpose, date, and attendees

11 Signature of Person Receiving Goods or Services

For goods and services fulfilled on this IRI, the person who received the goods or service should sign and date when delivered.

Print name under the signature.