

February 5, 2018

Memorandum

To: Business Managers
From: John Clements, Assoc. Vice President, Budgets and Central Business Operations
Subject: Final Reminder of IRI Changes – Internal Purchases using DukeCard

As announced in my previous memorandums on October 16th and November 17th, 2017, the use of the Internal Requisition & Invoice (IRI) to make internal purchases is being discontinued in order to improve control and visibility around Duke's internal purchases. This memo serves as a final reminder that traditional paper IRIs will be accepted in conjunction with DukeCard Internal Charges until Sunday, February 11, 2018. After this date, paper IRIs for departmental purchases by employees will no longer be accepted at Dining or Stores locations.

Please note that employees will not be automatically enrolled in the DukeCard Internal Charge program. **To have employees in your department designated as an authorized DukeCard Internal Purchaser, they must possess the security role “Internal Charge using DukeCard” on their position in SAP.** Departmental security administrators can initiate the request for the role under the Procurement tab in the online security tool. If you have questions around the assignment of the role, please contact Accounting Systems Administration at acctgsysadmin@duke.edu.

Purchases made using the DukeCard Internal Charge option will post nightly to the user's default cost center linked to their position. The related transaction in SAP will contain the location and Duke Unique ID (DUID) of the employee making the purchase, and will be recorded with the new YA document type. Departments can review YA transactions in SAP using zf261.

Also, after February 11th computer hardware purchases from the Duke Technology Center will require a purchase order (i.e. the DukeCard Internal Charge will not be allowed for any items with a serial number). Purchase orders can be created using Buy@Duke or SAP electronic requisitions (DUHS). For either of these, please ensure your technology purchasers have the appropriate SAP security. Purchasers can refer to the following links for guidance on using these tools:

- Buy@Duke <http://finance.duke.edu/procurement/programs/buyatduke/resources.php>
- SAP Electronic Requisitions <http://finance.duke.edu/systems/training/steps.php#reqpro>

Finally, a new paper IRI has been created and should be used for internal purchases outside of Dining and Stores locations (e.g. Parking and Transportation). This form, as well as a related FAQ to help answer general questions, can be found at the following link:

- <http://finance.duke.edu/procurement/forms/index.php#iri>

Thanks in advance for your cooperation and support of this new initiative.