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 who is requesting the service and/or item(s) and who is authorizing the charge to the account provided. This must be a full time employee.
   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 the employee (Initiator of Request) requesting the service and/or item(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
   Computer Repair
   Other Non-Retail Departments (indicate dept name in space provided)

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 and provide the DUID of the recipient.