Interdepartmental Requisition and Invoice (IRI)

NOTE: The website URL for Workday reference guides that are referenced in this section is: https://confluence.esg.wsu.edu/display/WKB/Workday

**USE OF IRI**

University personnel that do not have access to the Workday Internal Service Delivery may use the Interdepartmental Requisition and Invoice (IRI) form to requisition supplies and services provided by WSU supplier departments.

**Approval to Charge**

A department or unit must have prior approval from the Controller's Office to charge for goods or services. In most cases, a prospective supplier department requests approval by completing a Service Center Application (BPPM 30.15). A department cannot process IRIs as a supplier department unless a Service Center Application has been submitted and approved.

**IRI Forms**

The IRI serves as an order and billing form.

The IRI form is available in PDF format on the PR&F website at:

policies.wsu.edu/prf/index/forms/

Departments may use the IRI to authorize a supplier department to set up a blanket requisition (BPPM 70.06). This is desirable when the department makes regular purchases from the supplier.

WSU supplier departments may use IRIs to prepare monthly billings for departments who make blanket order purchases (BPPM 70.06).

**COMPLETING THE IRI**

The requisitioning department completes the IRI as follows. The following numbered instructions are keyed to numbers on the sample in Figure 1.

**Requisitioning Dept. (1)**

Enter the requisitioning department's name. Enter the applicable worktags for budget(s) that are used to assume the expenditure.

When a blanket order is in force, enter the blanket order number adjacent to the department name under Department.

If the items requested are billed to more than one account, this blank can include more than one line of coding. The accounts are charged the indicated percentages of the total bill. Indicate the percentage to be charged next to the appropriate coding.

**Page (2)**

Number the IRI pages.

**Supplier Department (3)**

Indicate the supplier department(s) on this line.
### Interdepartmental Requisition and Invoice (IRI)

**WASHINGTON STATE UNIVERSITY**
INTERDEPARTMENTAL REQUISITION AND INVOICE

Refer to BPPM 70.05 for complete instructions.

<table>
<thead>
<tr>
<th>INVOICE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### REQUISITIONING DEPARTMENT

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>SPEND CATEGORY</th>
<th>COST CENTER</th>
<th>FUND</th>
<th>FUNCTION</th>
<th>REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>REVENUE CATEGORY</th>
<th>COST CENTER</th>
<th>FUND</th>
<th>FUNCTION</th>
<th>REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SUPPLIER DEPARTMENT

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>REVENUE CATEGORY</th>
<th>COST CENTER</th>
<th>FUND</th>
<th>FUNCTION</th>
<th>REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>STOCK NO.</th>
<th>DESCRIPTION/RECEIVED BY</th>
<th>QUAN ORD</th>
<th>UNIT</th>
<th>QUAN DEL.</th>
<th>UNIT PRC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Double space between items.

#### FOR VENDOR DEPARTMENT USE

<table>
<thead>
<tr>
<th>DATE</th>
<th>DELIVER TO: (BUILDING/ROOM)</th>
<th>MAIL CODE</th>
<th>DEPT NO.</th>
<th>CONTACT INDIVIDUAL</th>
<th>TELEPHONE</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### EXPENDITURE AUTHORITY

<table>
<thead>
<tr>
<th>NAME OF AUTHORIZING OFFICIAL</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INVOICE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Figure 1
Interdepartmental Requisition and Invoice (IRI)

**Date (4)**
Indicate the date the requisitioning department submitted the IRI.

**Deliver To (5)**
Indicate the building, room number, and campus mail code.

**Dept. Req. No. (6)**
The requisitioning department may assign a requisition number to the transaction. This is optional.

**Contact Individual (7)**
Include the name, telephone number, and e-mail address of a knowledgeable departmental contact.

**Item (8)**
Assign an item number to each item requested, i.e., 1, 2, 3, etc.

**Stock Number (9)**
Enter the supplier's stock number if available.

**Description/Received By (10)**

**Description**
Enter a concise description of the requested goods or services, including quantities and units.

Include any information on this part of the form that assists the supplier department in filling the order and Accounts Payable in correctly billing the requisitioning department.

**Encumbrances**
Indicate "Please Encumber" if the purchase amount is to be encumbered. (This is useful for major purchases that are not delivered for several weeks or months.) Request encumbrances from only those suppliers using the Service Center Billing System (*BPPM* 30.15). Other supplier departments do not process encumbrances.

**Expenditure Authority (11)**
The IRI must be signed by an employee who has been authorized to sign for the account(s).

**ROUTING THE IRI**
The requisitioning department retains a control copy and routes the signed original to the supplier department.

NOTE: The college may require that the form be routed through the college finance office for fund coding before it is sent to the supplier.

**SUPPLIER DEPARTMENT**
Enter the supplier department's name and enter the applicable worktags in the indicated fields for the University account receiving the money under **Supplier Department**.

**Invoice Number**
Assign and enter an invoice number based upon the supplier department’s IRI numbering system.

**Quantities/Charges**
Record details regarding quantities and charges under **Quan Del**, **Unit Prc**, and **Total**. Also record an **Invoice Total**.
Interdepartmental Requisition and Invoice (IRI)

Received By
A representative from the requisitioning department may indicate receipt of the goods or services by signing the bottom of the Description/Received By section.

Distribution
The supplier department retains the original IRI. See BPPM 90.01 for retention requirements. A copy of the IRI may be returned by the supplier department to the requisitioning department after the transaction is entered into the Service Center Billing System.

Deadlines
At fiscal year’s end, invoices must be entered into the University's accounting system in accordance with the year-end schedule distributed by the Controller's Office. See also BPPM 70.04.

Numbering
Supplier departments are responsible for ensuring that IRIs used for invoicing are sequentially numbered. The supplier department may elect to begin a new number sequence at the beginning of each biennium.

BLANKET REQUISITIONS
See BPPM 70.06.