

Interdepartmental Blanket Requisitions

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

OVERVIEW

Blanket requisitions provide authorization for specified transactions during the active period of the requisition. A blanket requisition may be established using an Interdepartmental Requisition and Invoice (IRI) form as an alternative to creating a Supplier Contract in Workday.

APPROVAL

Requests for blanket requisitions are usually approved by the supplier departments on a fiscal-year basis. One-month blankets may also be established.

At the beginning of the time period (month or year) the requisitioning department requests the establishment of a blanket requisition by issuing an IRI. The IRI indicates the time period the requisition is active, the kinds of goods and/or services which may be purchased under the requisition, and includes an authorized signature for the indicated University account(s).

See *BPPM 70.05* for more information regarding the IRI form.

MONTHLY INVOICING

The supplier department creates an Internal Service Delivery in Workday at the end of each month for each requisitioning department which reflects the month's activity. See the Workday Internal Service Delivery reference guide for instructions.

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.