Duke University
Interdepartmental Request and Invoice (IRI)

IRI # (optional)

For internal reporting only

Request to:

DEPARTMENT RENDERING SERVICE

Date

Initiator of Request *(must be a full time Duke employee):*

Name

Dept

Address

Phone #

Email

Initiator DUID (*required):

Duke Unique ID is located on your DukeCard

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

- ☐ Student Organizations
- ☐ DukeCard ID
- ☐ DukeCard Deposits
- ☐ Catering
- ☐ Parking Passes
- ☐ Computer Repair
- ☐ DUAA Textbooks
- ☐ Letterman's Jackets
- ☐ Labcoats
- ☐ Patient Meals
- ☐ 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

DUID