

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)

- | | |
|--|--|
| <input type="checkbox"/> Student Organizations | <input type="checkbox"/> DUAA Textbooks |
| <input type="checkbox"/> DukeCard ID | <input type="checkbox"/> Letterman's Jackets |
| <input type="checkbox"/> DukeCard Deposits | <input type="checkbox"/> Labcoats |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Patient Meals |
| <input type="checkbox"/> Parking Passes | <input type="checkbox"/> Other (non-retail): _____ |
| <input type="checkbox"/> Computer Repair | |

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