

Guidelines to Completing Forms

Internal Requisition and Inter-Account Bill (IRB – Form 108A)

WAYNE STATE UNIVERSITY
Detroit, Michigan 48202

Internal Requisition and Inter-Account Bill IRB No. **I 000000**

1. CHARGE INITIATED BY: **John Initiator**

DEPARTMENT: **Chemistry**

DEPARTMENT ADDRESS: **5101 Cass, Rm 141**

8. DATE STAMP (Disbursements Use Only)

2. Service Department Contact Person, Phone Number: **Science Store Contact Name, #7-8888**
Science Stores
34 Science Hall

4. ATTACHED SERVICE DEPARTMENT ORDER NO. (Office Services Use Only)

5. PURPOSE OF TRANSACTION: **EXPRESS MAIL CHARGES**

3. Initiating Department Contact Person, Phone Number: **Mary Initiator 7-9999**

9. DEPARTMENT RECEIVING SERVICE IMPRINT DEAN/DIRECTOR AUTHORIZATION CARD

6. INTER ACCOUNT BILL DATA

ORDER NO.	DESCRIPTION OF COMMODITIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Chemistry Dept. Blanket to Science Stores for Express Mail Charges: 10/1/2009 - 9/30/2010				\$300.00

10. DEPARTMENT PERFORMING SERVICE IMPRINT ACCOUNT CREDIT CARD ABOVE

11. ENCUMBRANCE APPROVAL
Mary Encumbrance
Signature
Chemistry
Department
9-18-09
Date

IRB NO. **I 000000**

7. NOT TO EXCEED: \$ **TOTAL ▶ \$300.00**

12. ACCOUNT DISTRIBUTION / ENCUMBRANCE CODE INFORMATION (MUST BE COMPLETED BY DEPARTMENT)

INDEX	FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT	
							Debit (Dept. Receiving Service)	Credit (Dept. Performing Service)
125021	14168	12E1	7215	19			\$300.00	

108A (4/08) DISBURSEMENTS DEPARTMENT

Initiating Department

1. Enter an estimate for the goods/services and enter the amount in the "NOT TO EXCEED" area
2. Enter the Initiating/Customer Department information:
 - Charge Initiated By
 - Initiating Department Name
 - Initiating Department's Address
3. Enter the Service Department (providing the goods/services) information:
 - Contact Name and Phone Number
 - Service Department Name
 - Service Department Address
4. Record the contact name and phone number for the Initiating Department
5. Note the Purpose of Transaction (Office Supply Request, Mailing Charges, Equipment Usage, etc..)

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1. CHARGE INITIATED BY John Initiator		DEPARTMENT Chemistry		- NOTE - INSTRUCTIONS FOR FILLING OUT THIS FORM ARE ON THE REVERSE SIDE OF ALL PARTS				
DEPARTMENT ADDRESS 5101 Cass, Rm 141		4. ATTACHED SERVICE DEPARTMENT ORDER NO. (Office Services Use Only)						
8. DATE STAMP (Disbursements Use Only)		2. Service Department Contact Person, Phone Number Science Store Contact Name, #7-8888 Science Stores 34 Science Hall Department Contact Person, Phone Number John Initiator 7-9999		5. PURPOSE OF TRANSACTION EXPRESS MAIL CHARGES				
9. DEPARTMENT RECEIVING SERVICE IMPRINT DEAN/DIRECTOR AUTHORIZATION CARD		6. INTER ACCOUNT BILL DATA						
		ORDER NO.	DESCRIPTION OF COMMODITIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT		
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		IRB NO. I 000000						
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108A (4/08) DISBURSEMENTS DEPARTMENT

Unit Business Manager

8. Review IRB for accuracy and completeness:

a) Approve IRB by signing

b) If not approved return to contact person with explanation for corrective action

9. Determine if IRB should be encumbered; if necessary enter into Banner

10. Identify the person who entered the encumbrance and the date

11. Forward the White and Pink copies of the approved IRB and all supporting documents to Servicing Department. The Blue copy is kept by the Initiating department

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INDEX	FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT	
							Debit (Dept. Accounting Services)	Credit (Dept. Performing Services)
125021	14168	12E1	7215	19			\$300.00	
161471	113100	82A43	721YZ	62				\$300.00

- Servicing Department**
12. Provide goods and or services
 13. Complete the billing information including billing date
 14. Enter performing service department's index and sign the form indicating approval
 15. Forward to Accounting within 45 days of completion of service

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