Guidelines to Completing Forms
Internal Requisition and Inter-Account Bill (IRB – Form 108A)

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.)
Guidelines to Completing Forms

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

7. Enter the Total Amount of all the commodities or services
Enter the Index, Fund, Org, Account to be charged

Forward IRB and all supporting documents to Unit Business Manager
Guidelines to Completing Forms

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

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.
Guidelines to Completing Forms

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

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