



**WAYNE STATE UNIVERSITY**

Detroit, MI 48202

**Internal Requisition  
And Internal-Account Bill**

IRB No.

**E-**

1. Charge Initiated By (person completing the form)

Department Name

Department Address

- NOTE -  
Use the Banner form  
FGAENCB to find and  
enter the next available  
encumbrance number  
(see instructions page 2)

**8. Date Stamp** (Disbursements Use Only)

9. Department Receiving Service Department Head or Designee (required if > \$1,000)

2. Department Providing Service Contact Person, Phone Number

4. Department Providing Service Order No. (if any)

(Office Services Use Only)

3. Department Receiving Service Contact Person, Phone Number

5. Purpose of Transaction.

\_\_\_\_\_  
Signature Date

**6. INTER ACCOUNT BILL DATA**

Order No.	Description of Commodities or Services	Quantity	Unit	Unit Price	Amount

10. Department Receiving Service BAO Encumbrance Approval

\_\_\_\_\_  
Signature Date

11. Department Providing Service Signature (add credit accounting in box 12b)

\_\_\_\_\_  
Signature Date

7. Not to Exceed: \$ \_\_\_\_\_

**12a. Account Distribution / Encumbrance Code Information (Completed by Department Receiving)**

Index	Fund	Organization	Account	Program	Activity	Location	Amount	
							Debit Dept. Receiving Services	Credit Dept. Providing Services

**12b. Account Distribution / Encumbrance Code Information (Completed by Department Providing the Service)**


## Section I. General Instructions for the Use of the Internal Requisition and Inter-Account Bill (IRB)

1. Prior to completion the IRB, Department Receiving Service obtains an estimate from the Department Providing Service for goods/services for recording in the "not-to-exceed" box 7 on the IRB.
2. An IRB must originate in the Department Receiving Service, and be electronically signed by the department head or designee if over \$1,000, before being sent to the Department Providing Service.  
**NOTE:** Signatures work in Adobe Acrobat Reader and Adobe Professional. Avoid using Adobe Sign, as it will lock the form and prevent additional information or signatures
3. Encumbering funds for an IRB must be completed by the Department Receiving Services. Standing IRB's must be encumbered for the total amount of the IRB. An encumbrance number beginning with a "E" must be obtained using Banner form FGAENCB
4. Upon completion of the IRB, the form should be submitted via email to the Department Providing Service (see Section IV).
5. After supplying the goods/services, the Department Providing Service completes the billing information on the IRB, and submits via email to Office Services.
6. Office Services completes the IRB process by processing a Journal Voucher to post the appropriate debit & credit in Banner.
7. **NOTE:** To help insure that the financial records are as up-to-date as possible, Departments Providing Service are required to submit billings within 30 days upon completion of the service or delivery of goods, unless an alternative billing cycle can be justified. If bills are not submitted in the scheduled period, the charge may be rejected and the Department Providing the Service may have to absorb the cost.
8. For Tips and Tricks on attaching PDF documents to your IRB, visit Procurement's [Digital Signature PDF Documents](https://procurement.wayne.edu/digital-dignature-documents) page at <https://procurement.wayne.edu/digital-dignature-documents>

## Section II. Creating an IRB "E" Encumbrance Number

1. The Department Receiving Services is to navigate to Banner Form FGAENCB.
2. Leave Encumbrance field blank and click "Go".
3. Only fill in the following fields: **Encumbrance Description** (brief description) and **Document Total** (matching internal quote).
4. Click "Related" at top and add a detailed description to Document Text. **The "E" IRB encumbrance number is generated at this time.** Click Save, then close Document Text screen by pressing the "X".
5. Arrow down to Transaction Detail screen, and add only the Sequence (1), Journal Type "E010", the Index and Account to be charged, and the percent (100% if not a split charge)
6. Arrow down to Complete and complete the Encumbrance. Use the resulting number at the top of the IRB form.

## Section III. Instructions for Completing the IRB

### Department Receiving Service

- Complete IRB Form (108A) by completing Boxes 1 through 7.

### Disbursements / Office Services

- Box 8 is for Disbursements / Office Services use only.

### Dean/Director or Designee

- In Box 9, IRB's that are greater than \$1,000 will require the approval by the Department Head or Designee of the Department Receiving the Service.

### Business Manager/Designee

- In box 10, the Department Receiving the Service unit designee signature & date.
- In Box 12a, the Complete FOAPAL debit information must be provided

### Department Providing the Service

- In box 11, provide the Department Providing the Service signature.
- In Box 12b, the Complete FOAPAL credit information must be provided

**Note:** Complete Instructions can be found in [APPM 1.4 – Internal Billing](#)

## Section IV. Completed IRB must be Forwarded to the Appropriate Area for Processing:

**Business Services** - [irb.billing@wayne.edu](mailto:irb.billing@wayne.edu) / 313-577-3323

- *WSU Dining Services (Aramark Food Services)*
- *Contracted Food Services (LaPita, Jimmy Johns, Shields Pizza Detroit, Jets Pizza Midtown, etc.)*
- *Postage (includes Express Mail Services, Metered Mail, Permit Mail)*

**FP&M** - [fpmbusopsrsvs@wayne.edu](mailto:fpmbusopsrsvs@wayne.edu) / 313-577-7657 or 313-577-4309

- *Maintenance & Construction Requests*
- *State Vehicle Rentals*

**Student Auxiliary Services** - [guesthousing@wayne.edu](mailto:guesthousing@wayne.edu) / 313-577-2116

- *Guest and Conference Housing*

**C&IT** - [helpdesk@wayne.edu](mailto:helpdesk@wayne.edu) / 313-577-4357

- *C&IT Software & Services*

**Science Stores** – [storeroom@wayne.edu](mailto:storeroom@wayne.edu) / 313-577-3098

- *Support for Research (Supplies)*
- *Science Support Services*

**OneCard Services** - [OneCard@wayne.edu](mailto:OneCard@wayne.edu) / 313-577-2273

- *Departmental OC Added Value*
- *Guest & Auxiliary Cards with / without Added Value*
- *One-Time Use Parking Cards*
- *Door Access Services & Equipment*

**Parking Services** - [OneCard@wayne.edu](mailto:OneCard@wayne.edu) / 313-577-2273

- *Departmental or Temporary Parking Permits/Renewals*
- *Parking Validations*
- *Special Event Parking*
- *Motorpool Services*

**Student Center Administration** - [screservations@wayne.edu](mailto:screservations@wayne.edu) / 313-577-4585

- *Student Center Graphics*
- *Student Center, Community Arts, St. Andrews and McGregor Memorial Conference Center Reservations*

**Office Services** - [FISOPS\\_Office\\_Services@wayne.edu](mailto:FISOPS_Office_Services@wayne.edu) / 313-577- 3682

- *All other IRB's not listed above*