



Internal Order Form

Internal Requisition Billing (IRB)

School of Medicine

Office of Medical Education
Undergraduate Medical Education (UME) Business Office

DATE: _____

INDEX TO BE CHARGED: _____

REQUESTOR: _____

ACCOUNT (subject to change): _____

DEPARTMENT: _____

EXPENSE TYPE: _____

IRB DOCUMENT #: _____

Apple Repair Center (Computer/Laptop)

Barnes & Nobles/WSU Bookstore

BioMedical Communications

C&IT - Other

C&IT Telephone Service Request (TSR)

Facilities and Support Services (SOM) -
Custodial Services/Moving Services/Other

Kinkos/FedEx Printing

McGregor/Aramark - Catering

Parking and Transportation Services - Parking Cards,
Single/Semester/Yearly Use

Petty Cash (DPR)

Postage - Standard Post Office/UPS CampusShip

Promotional Items - UME Business Office/Other

TAER (Travel Authorization and Expense Report) -
Guest/Student Travel

TravelWayne (Concur) - Employee Travel

Utley Brothers Printing

WSU Business Services - Typewriter Repair

PURPOSE OF TRANSACTION:

PLEASE ATTACH OR SUBMIT SUPPORTING DOCUMENTATION, I.E., VENDOR QUOTE, VENDOR INVOICE
PLEASE SUBMIT FINAL ORDER/RECEIPT

FOR UME BUSINESS OFFICE USE ONLY

IRB #: _____

Date of order request received: _____

Requested date of delivery: _____

UME Business Office Approval: _____

Expected date of delivery: _____

Date of Completion: _____