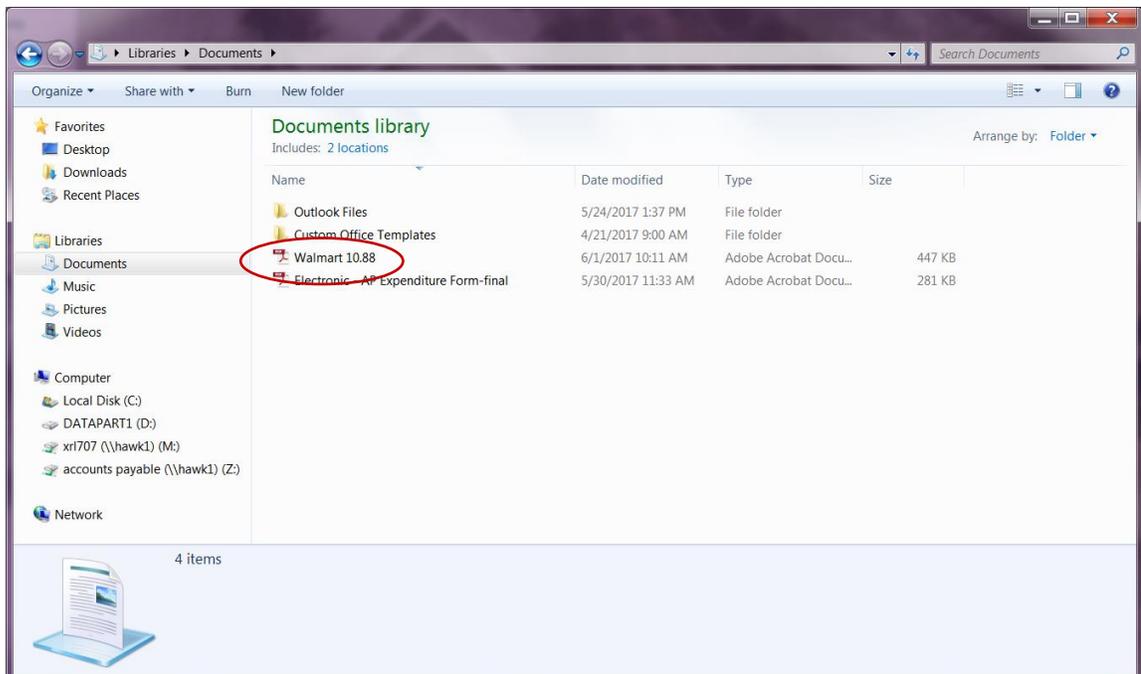
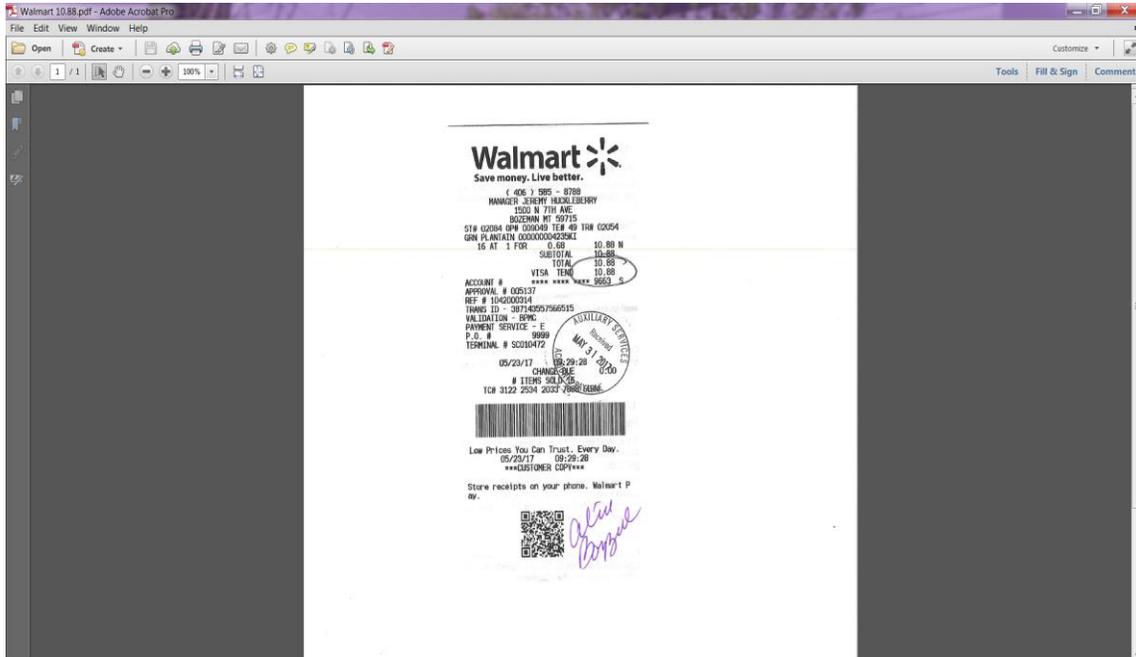


AUXILIARY RECEIPT/INVOICE SCANNING PROCEDURES

You will be sent an e-mail with the new electronic AP expenditure form. This form will be used for all receipts and invoices. We suggest adding your printed name to the form under signature and then saving this fillable PDF form on your computer in a place that is easily found. Remember that the AP office assigns the actual Banner account code. It is your responsibility to assign to the proper index number.

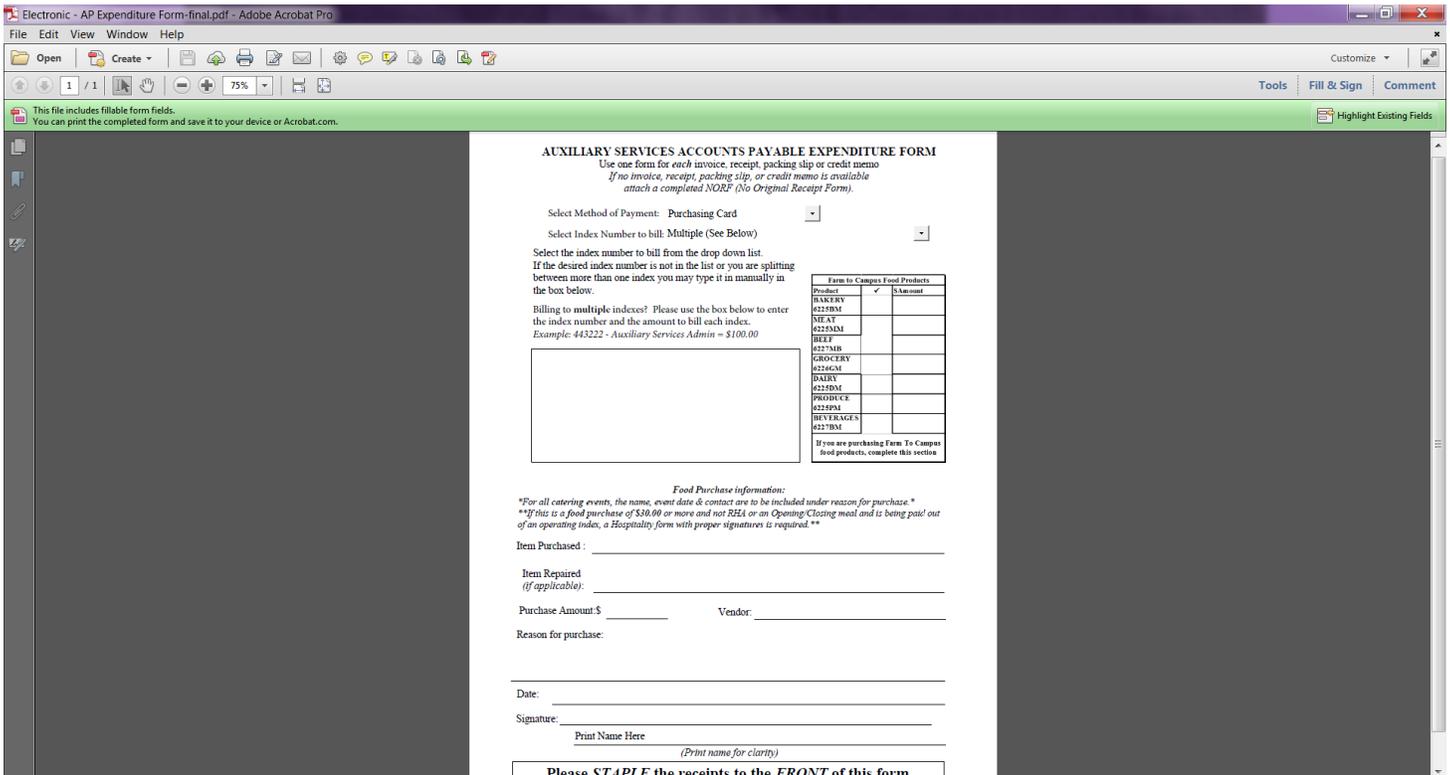
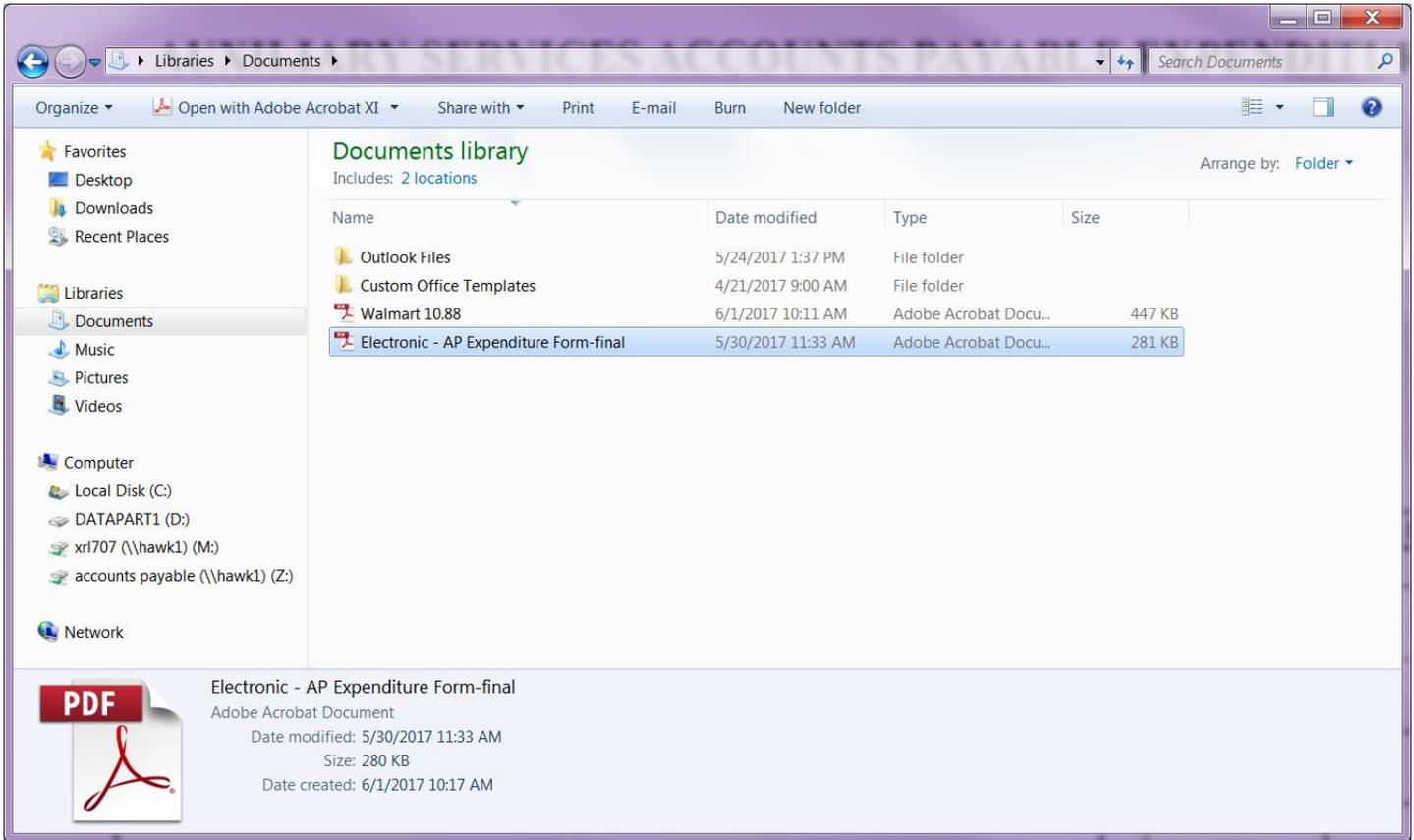
STEPS TO SCANNING INVOICES/RECEIPTS

Sign the actual invoice or receipt. Unsigned invoice or receipts will be returned. Scan the signed invoice/receipt and save to your "DOCUMENTS" file with vendor name and the amount.



STEPS TO COMPLETING ELECTRONIC EXPENDITURE FORM

Access the form on your computer.



Using the drop down arrow, select if you are submitting P-Card (Purchasing Card) or invoice for direct Vendor payment (Charged on Account)

AUXILIARY SERVICES ACCOUNTS PAYABLE EXPENDITURE FORM
 Use one form for each invoice, receipt, packing slip or credit memo
 If no invoice, receipt, packing slip, or credit memo is available attach a completed NORF (No Original Receipt Form).

Select Method of Payment: **Purchasing Card**

Select Index Number to bill: **Purchasing Card**
 Charged on Account

Select the index number to bill. If the desired index number is not in the menu, splitting between more than one index you may type it in manually in the box below.

Billing to multiple indexes? Please use the box below to enter the index number and the amount to bill each index.
 Example: 443222 - Auxiliary Services Admin = \$100.00

Form to Campus Food Products	
Product	Amount
BAKERY 6227BM	
MEAT 6225MM	
BEEF 6227MB	
GROCERY 6226CM	
DAIRY 6228DM	
PRODUCE 6229PM	
BEVERAGES 6227BM	

If you are purchasing from To Campus food products, complete this section.

Food Purchase information:
 For all catering events, the name, event date & contact are to be included under reason for purchase.
 If this is a food purchase of \$30.00 or more and not REA or an Opening/Closing meal and is being paid out of an operating index, a Hospitality form with proper signatures is required.

Item Purchased: _____

Item Repaired (if applicable): _____

Purchase Amount \$ _____ Vendor: _____

Reason for purchase: _____

Date: _____

Signature: _____
 Print Name Here
 (Print name for clarity)

Please STAPLE the receipts to the FRONT of this form.

Select your index number using the drop down box. If you are splitting among 2 or more index numbers use the black square box and type in the index numbers and amounts

AUXILIARY SERVICES ACCOUNTS PAYABLE EXPENDITURE FORM
 Use one form for each invoice, receipt, packing slip or credit memo
 If no invoice, receipt, packing slip, or credit memo is available attach a completed NORF (No Original Receipt Form).

Select Method of Payment: **Purchasing Card**

Select Index Number to bill: **Multiple (See Below)**

Select the index number to bill. If the desired index number is not in the menu, splitting between more than one index you may type it in manually in the box below.

Billing to multiple indexes? Please use the box below to enter the index number and the amount to bill each index.
 Example: 443222 - Auxiliary Services Admin
 443001 - Residence Life Admin
 443007 - Event Services
 443010 - FGHO Admin
 443037 - SOB Team
 443213 - Conference Services
 443228 - Auxiliary Information Technology

Form to Campus Food Products	
Product	Amount
BAKERY 6227BM	
MEAT 6225MM	
BEEF 6227MB	
GROCERY 6226CM	
DAIRY 6228DM	
PRODUCE 6229PM	
BEVERAGES 6227BM	

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 For all catering events, the name, event date & contact are to be included under reason for purchase.
 If this is a food purchase of \$30.00 or more and not REA or an Opening/Closing meal and is being paid out of an operating index, a Hospitality form with proper signatures is required.

Item Purchased: _____

Item Repaired (if applicable): _____

Purchase Amount \$ _____ Vendor: _____

Reason for purchase: _____

Date: _____

Signature: _____
 Print Name Here
 (Print name for clarity)

Please STAPLE the receipts to the FRONT of this form.

For Culinary Services – if your purchase is Farm to Campus (Montana Made) please complete the F2C section with amounts and check marks. If not completed correctly, receipt and form will be returned to you for corrections.

Electronic - AP Expenditure Form-final.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create Print 75% Tools Fill & Sign Comment

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com. Highlight Existing Fields

AUXILIARY SERVICES ACCOUNTS PAYABLE EXPENDITURE FORM
 Use one form for each invoice, receipt, packing slip or credit memo
 If no invoice, receipt, packing slip, or credit memo is available attach a completed NORF (No Original Receipt Form).

Select Method of Payment: Purchasing Card
 Select Index Number to bill: 443102 - Catering*

Select the index number to bill from the drop down list.
 If the desired index number is not in the list or you are splitting between more than one index you may type it in manually in the box below.

Billing to multiple indexes? Please use the box below to enter the index number and the amount to bill each index.
 Example: 443222 - Auxiliary Services Admin = \$100.00

Farm to Campus Food Products		
Product	✓	Amount
BAKERY 622-98M		
MEAT 622-58M		
BEEF 622-74LB		
GROCERY 622-6CMT		
DAIRY 622-58M		
PRODUCE 622-89M		
BEVERAGES 622-78M		

If you are purchasing Farm To Campus food products, complete this section.

Food Purchase information:
 For all catering events, the name, event date & contact are to be included under reason for purchase.
 If this is a food purchase of \$30.00 or more and not REA or an Opening/Closing meal and is being paid out of an operating index, a Hospitality form with proper signatures is required.

Item Purchased: _____
 Item Repaired (if applicable): _____
 Purchase Amount \$ _____ Vendor: _____
 Reason for purchase: _____
 Date: _____
 Signature: _____
 Print Name Here _____
 (Print name for clarity)

Please STAPLE the receipts to the FRONT of this form.

Complete the information section. You will **not** need to print this out and sign. By signing the actual invoice/receipt before scanning is your signature of approval. BUT you will need to print your name on this form.

Electronic - AP Expenditure Form-final.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create Print 75% Tools Fill & Sign Comment

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com. Highlight Existing Fields

AUXILIARY SERVICES ACCOUNTS PAYABLE EXPENDITURE FORM
 Use one form for each invoice, receipt, packing slip or credit memo
 If no invoice, receipt, packing slip, or credit memo is available attach a completed NORF (No Original Receipt Form).

Select Method of Payment: Purchasing Card
 Select Index Number to bill: 443102 - Catering*

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Billing to multiple indexes? Please use the box below to enter the index number and the amount to bill each index.
 Example: 443222 - Auxiliary Services Admin = \$100.00

Farm to Campus Food Products		
Product	✓	Amount
BAKERY 622-98M		
MEAT 622-58M		
BEEF 622-74LB		
GROCERY 622-6CMT		
DAIRY 622-58M		
PRODUCE 622-89M		
BEVERAGES 622-78M		

If you are purchasing Farm To Campus food products, complete this section.

Food Purchase information:
 For all catering events, the name, event date & contact are to be included under reason for purchase.
 If this is a food purchase of \$30.00 or more and not REA or an Opening/Closing meal and is being paid out of an operating index, a Hospitality form with proper signatures is required.

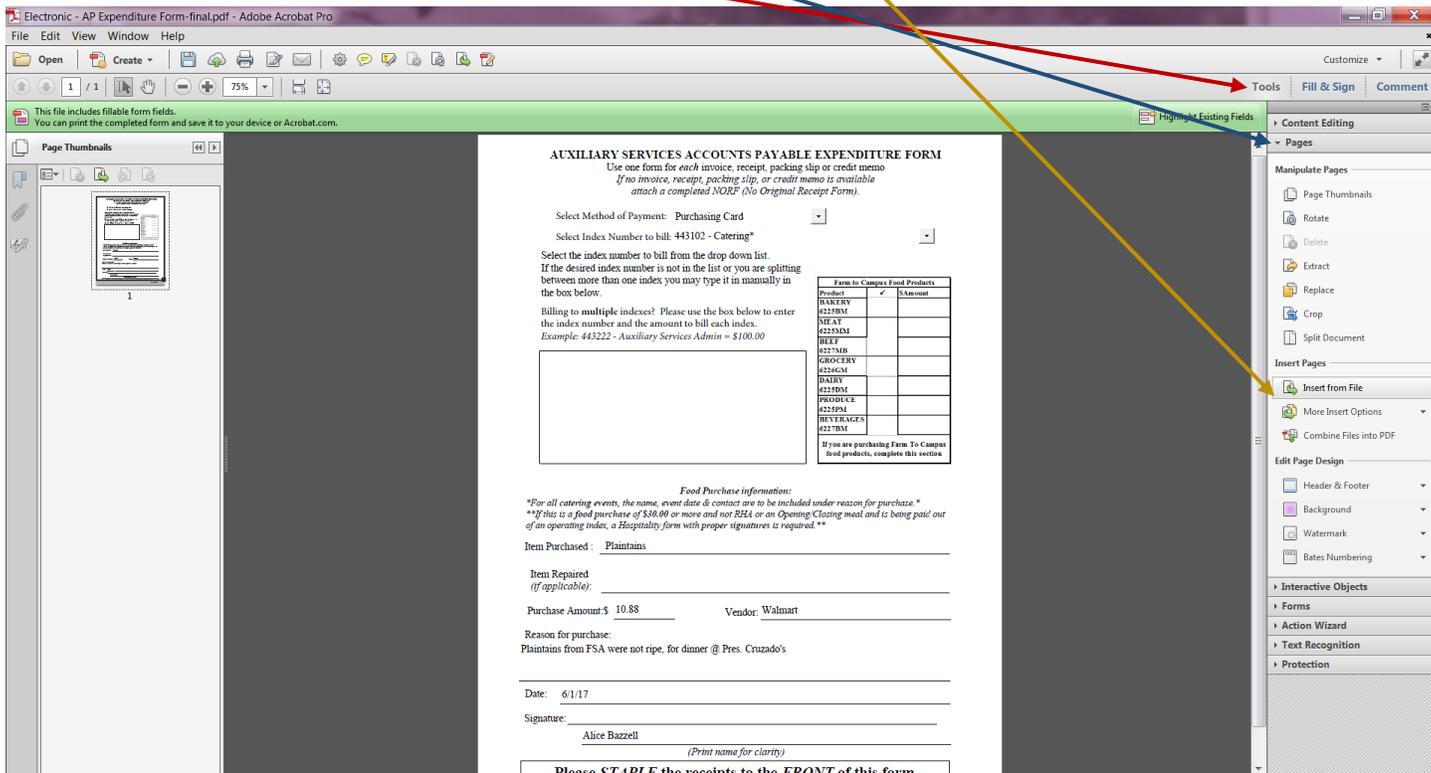
Item Purchased: Plaintains
 Item Repaired (if applicable): _____
 Purchase Amount \$ 10.88 Vendor: Walmart
 Reason for purchase: Plaintains from FSA were not ripe, for dinner @ Pres. Cruzado's
 Date: 6/1/17
 Signature: _____
 Alice Bazzell
 (Print name for clarity)

Please STAPLE the receipts to the FRONT of this form.

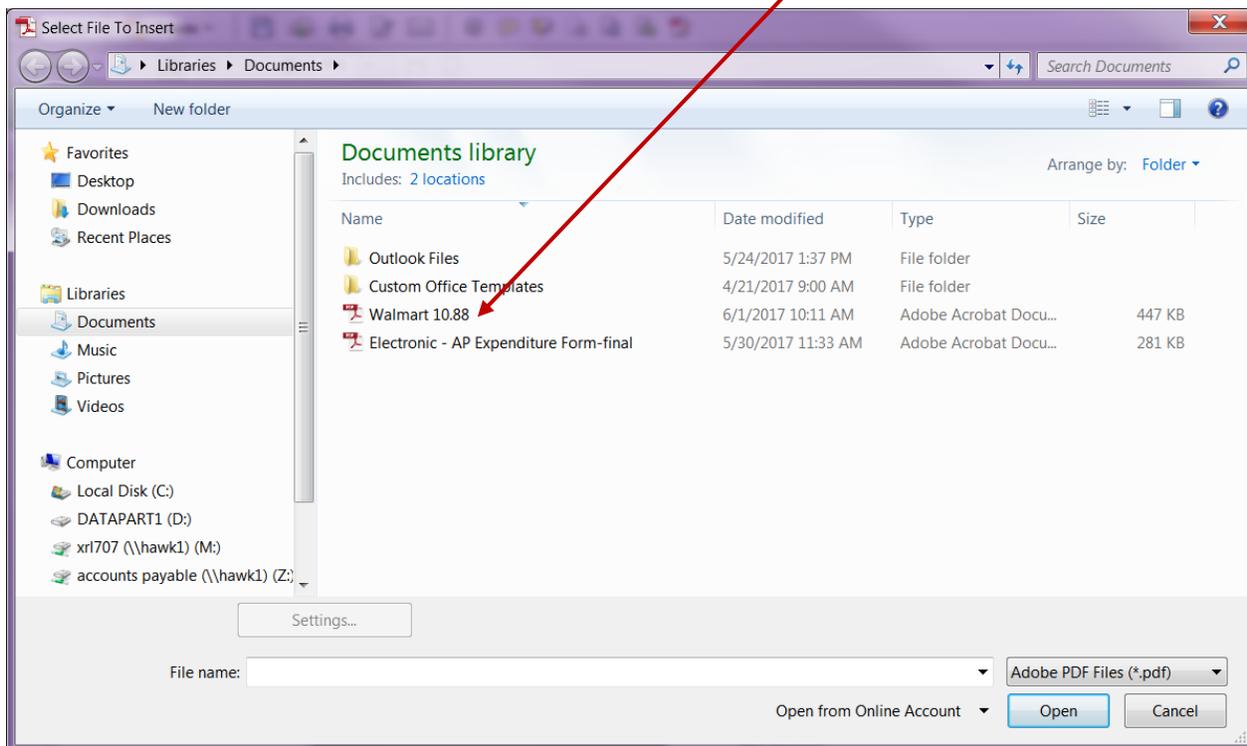
Revised: 5/30/17

ATTACHING INVOICE/RECEIPT SCAN TO EXPENDITURE FORM PDF

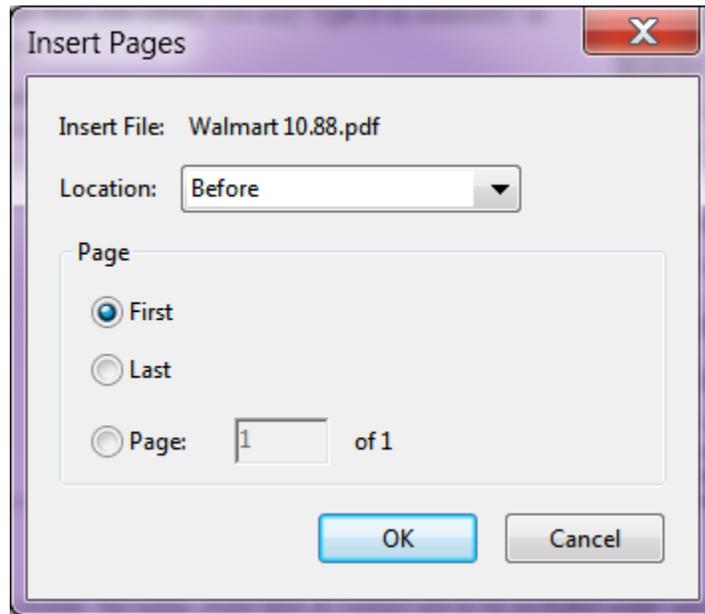
To insert the invoice/receipt scan to this PDF, click on
TOOLS – PAGES - INSERT FROM FILE



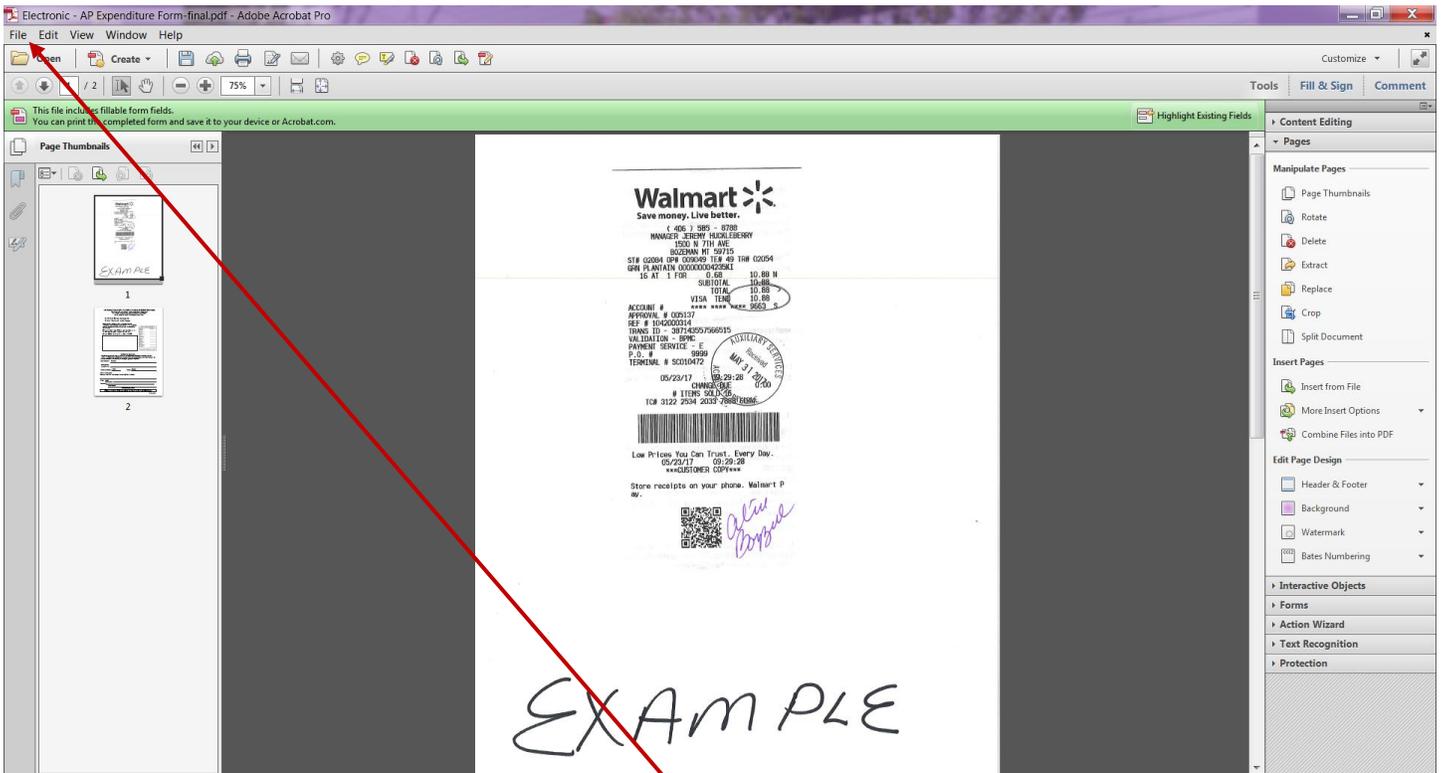
You will get this pop up. Select the scanned invoice/receipt you want to attach.



You will receive this pop-up.
Location = Change to Before
Select First
Then hit OK



You will get this screen showing the invoice/receipt and the expenditure form PDF together.

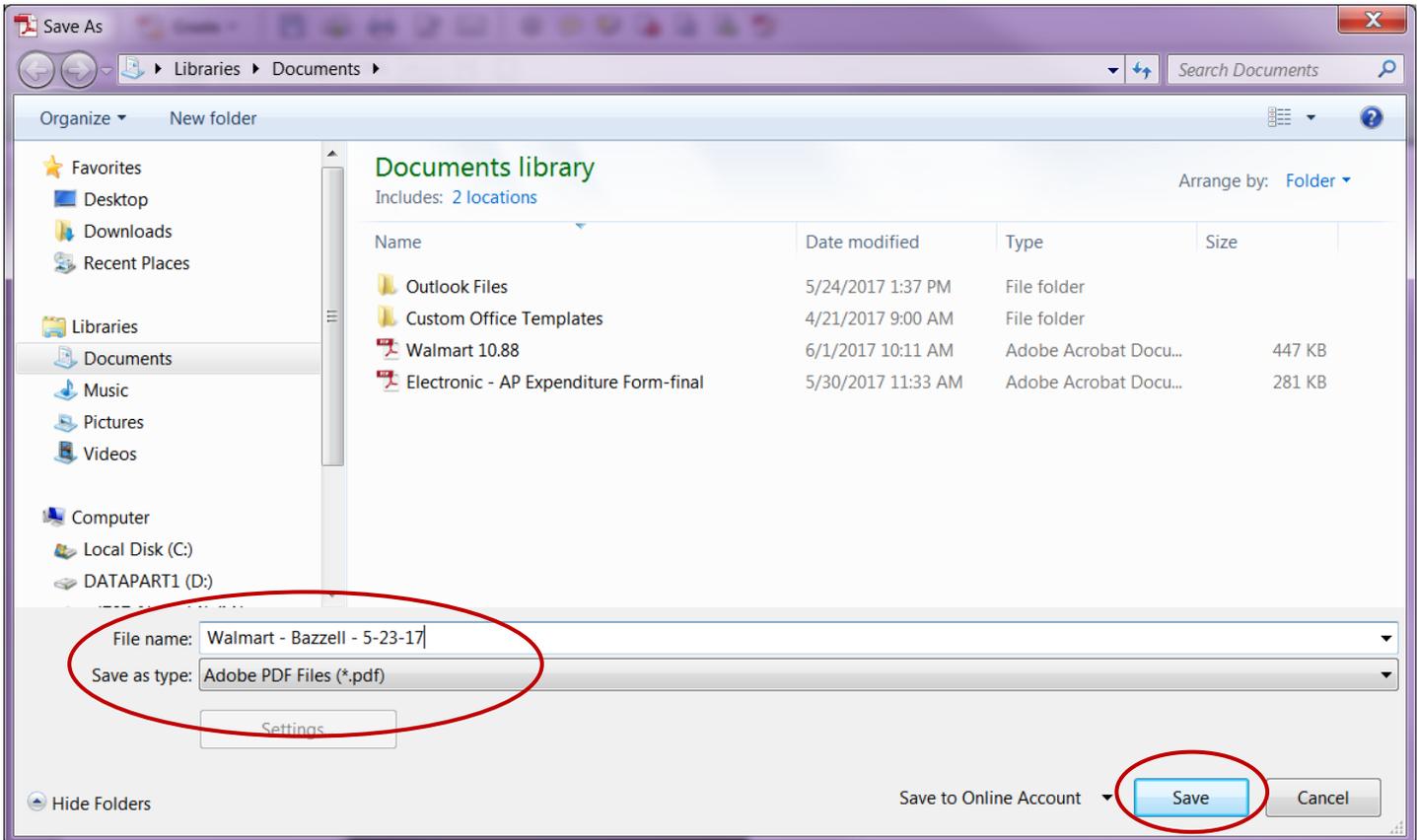


Click on FILE – SAVE AS

P-Card receipts save as follows:
Vendor Name – P-cardholders last name – date on receipt
IE: Walmart – Bazzell – 5-23-17

Invoices save as follows:
Vendor Name – Invoice Number – Invoice Date
IE: ABC – Inv. 456789 – 5-23-17

Change the file name accordingly and click on SAVE!



Email file to auxiliaryAP@montana.edu!!

You can either save the file & initial scan *but not needed* or destroy the file since you will have the original invoice/receipt in your possession!