NORF
(No Original Receipt Form)
OUT OF STATION REPORT

Use form for purchases when there is no original itemized receipt, invoice, packing slip with amount shown, or credit memo.

(After completing this form, attach it to a completed Auxiliary Services A/P Expenditure Form)

INDEX # _____________          DEPARTMENT _______________

Name of purchaser: _________________________________________________________________

Name of vendor: _________________________________________________________________

Date of purchase: _________________________________________________________________

Amount of purchase: $________________________________________________________________

Item purchased:  _________________________________________________________________

MSU Purchasing guidelines were followed in making this purchase:         Yes                  No

Signature of Purchaser: _________________________________________________________________

Supervisor Signature: _________________________________________________________________

Why was item purchased (what was it subsequently used for):

When you have filled out and signed this form (along with Auxiliary Services A/P Expenditure Form) and obtained Supervisor’s signature, send the completed forms to AUX A/P office in North Hedges. If you have any questions, please contact Alice Bazzell (x1567) or Bonita Jans (x4378).