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).

For Fiscal Year: __________

Note: You must check one of the following methods used for purchasing:

Check if purchasing card was used: ☐ or Check if you charged it on account: ☐

Who was the item purchased for:
(Check appropriate box and fill in blanks)

☐ 443200  UFS Admin
☐ 443212  The Habit
☐ 443215  HedgeHog
☐ 443226  HedgeHog South
☐ 443216  Hapner Salad
☐ 443222  Auxiliary Services Admin
☐ 443001  Residence Hall Admin
☐ 443217  Hannon Dining
☐ 443218  Miller Dining
☐ 443219  Harrison Dining
☐ 443010  FGHO Admin
☐ 443019  Harrison Dining
☐ 443221  Fat Cat Bakery
☐ 443100  SUB FS Admin
☐ 443010  FGHO Admin
☐ 443101  Bobcat Court
☐ 443102  Catering *
☐ 443004  Sports Facilities Custodial
☐ 443103  Sweet Shop
☐ 443017  Sports Facilities Agency
☐ 443104  Union Market
☐ 443213  Summer Conferencing
☐ 443105  SRO Espresso
☐ 443223  Hedges Storeroom
☐ 443107  Avogadro’s Number
☐ 443228  AuxIT
☐ 443109  Aristocat Floral
☐ 443250  Cat Card System
☐ 443700  Concessions
☐ Other __________________________

* For all catering events, the name, event date & contact are to be included under reason for purchase.

☐ Check here if item is an R&R Purchase; otherwise it will be paid out of the operating index.

Item Purchased: __________________________________________________

Or Item Repaired ____________________________
(if appropriate):

Purchase Amount: ____________________________ Vendor: ____________________________

Reason for purchase: _____________________________________________________________

Date: __________________________________________________________

Signature: __________________________________________________________

(Print name for clarity)

Please **STAPLE** the receipts to the FRONT of this form.

Additional forms and the NORF form can be downloaded from our website under Invoice/Packing Slip Procedures under the AP/Purchasing section at [http://www.montana.edu/wwwocl/Staff%20P&P/Index.html](http://www.montana.edu/wwwocl/Staff%20P&P/Index.html).

Updated: 4/22/13.