NORF  
(No Original Receipt Form)

OUT OF STATION REPORT
Use form for purchases when there is no original itemized receipt, invoice, packing slip or credit memo.  
(After completing this form, attach it to a completed Auxiliary Services A/P Expenditure Form)

Name of purchaser: ____________________________________________________________

Name of vendor: ______________________________________________________________

Date of purchase: __________________________________________________________________

Amount of purchase: $ __________________________________________________________________

Item purchased: __________________________________________________________________

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

________________________________________________________________________________

MSU Purchasing guidelines were followed in making this purchase. [ ] Yes [ ] No

Signature of Purchaser: ________________________________

Supervisor Signature: ________________________________

When you have filled out and signed this form (along with an Auxiliary Services A/P Expenditure Form) your supervisor’s signature and send the completed forms to Bonita. If you have questions, please call Bonita (x 4378).

Additional forms and the Accounts Payable Expenditure Form (must accompany this form) are available online under Invoice/Packing Slip Procedures under the AP/Purchasing section on our website:  http://www.montana.edu/wwwocI/Staff%20P&P/Index.html.

Updated: 4/22/2013