

# 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:

Select Index Number to bill:

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 6225BM		
MEAT 6225MM		
BEEF 6227MB		
GROCERY 6226GM		
DAIRY 6225DM		
PRODUCE 6225PM		
BEVERAGES 6227BM		
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 RHA 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 for clarity)

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