

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: _____

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 **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).