



# Northwest Missouri State University

## Policy and Procedures Manual

### **Chapter** Controller

### **Section** Received Merchandise

#### I. Purpose/Background

In order to simplify certain monetary and paperwork processes, the Controller, Bursar, and Purchasing offices developed a Multi-Purpose Document. This document is used in certain circumstances so that the vendor may be paid directly by the Accounting Office.

This multi-purpose form is also used as a Petty Cash Voucher, Cash Advance Form, Revolving Cash Advance, Direct Expense Voucher, Purchase Requisition, and Interdepartmental Voucher. Each use has a different policy and can be found in this Manual under the names listed above.

#### II. Policy

Items may be picked up directly from a vendor and paid to the vendor when 1) the purchase amount is less than the state bid limit of \$3,000.00 and 2) the item(s) is not currently “on contract” via the University Purchasing Office.

When placing the order, the vendor should be given a document number. The vendor should reference that number on all invoices. The form must be completed manually (not on-line) and sent directly to the Accounting Office along with the invoice once the merchandise is received.

**IMPORTANT:** In the “Date Required” section of the form, please write, Already Received. Give a brief description of the items received in the “Description” section.

#### III. Procedure

Instructions – Each number listed refers to the numbered field on the reduced sample form as follows:

1. Account Number – This 6- digit number is available from each department head
2. Account Title – Name of account
3. Date Required – Write “Already Received”
4. Vendor Name – List complete vendor name



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5. Vendor Address - List appropriate mailing address for payment to the vendor including street or post office box, city, state, and zip code
6. Approval –  
Dept. head – Appropriate signature
7. Description – Brief description of the merchandise including quantity and price
8. Total. NOTE: Attach invoice.

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**INVOICE 616 / 800-980**

**NORTHWEST MISSOURI STATE UNIVERSITY**  
 Maryville, Missouri 64468-6801  
 Accounting Office 660-563-1197

<b>Vendor No.</b> V 0 0	<input type="checkbox"/> PETTY CASH \$ (Some Tax Not Reimbursed) <input type="checkbox"/> CASH ADVANCE <input type="checkbox"/> REVOLVING CASH ADVANCE (From _____ to _____)	<input type="checkbox"/> DIRECT EXPENSE VOUCHER <input type="checkbox"/> PURCHASE REQUISITION <input type="checkbox"/> INTERDEPARTMENTAL VOUCHER	<b>PURCHASING OFFICE USE ONLY</b> MATCH # _____ POSTING DATE _____ INITIALS _____ PO TYPE _____ BUYER _____ PO NUMBER (V/N) _____
<b>ACCOUNT NUMBER AND OBJECT CODE</b>	<b>ACCOUNT TITLE</b> 35203		
<b>DELIVER TO (PERSON / BUILDING / ROOM)</b>	<b>INSTRUMENT BY</b>	<b>DATE</b>	<b>SHIP TO</b>
<b>DATE RECEIVED</b>	<b>OWNER ID</b>	<b>APPROVAL - DEPT. HEAD</b>	<b>APPROVAL - DEPT. HEAD</b>
<b>VENDOR / INDIVIDUAL NAME / EXPENSE ACCOUNT NUMBER</b>	<b>APPROVAL - DEPT. HEAD</b>	<b>DATE</b>	<b>DATE</b>
<b>ADDRESS</b>	<b>APPROVAL - DEPT. HEAD</b>	<b>DATE</b>	<b>DATE</b>
<b>SOCIAL SECURITY NUMBER</b>	<b>APPROVAL - DEPT. HEAD</b>	<b>DATE</b>	<b>DATE</b>
<b>CONTRACT NUMBER / BUYER / PHONE</b>	<b>APPROVAL - DEPT. HEAD</b>	<b>DATE</b>	<b>DATE</b>
<b>DESTINATION</b>	<b>QUANTITY DATES</b>	<b>RETURN DATE</b>	<b>REPAYMENT DATE</b>
<b>ITEM NO.</b>	<b>DESCRIPTION / CATALOG NO. / SIZE / COLOR / STOCK NO.</b>	<b>QUANTITY</b>	<b>UNIT</b>
			<b>UNIT PRICE</b>
			<b>TOTAL PRICE</b>
			<b>TOTAL</b>

DO NOT WRITE OR TYPE BELOW THIS LINE

<b>STATE ACCT. CODE:</b> [ ] - [ ] - [ ] - [ ] <b>STATE VENDOR NO.:</b> [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] <b>LOCAL B.O.:</b> _____ <b>ORDERING DATE:</b> _____ <b>DELIVERY DATE:</b> _____	<b>DISPOSITION:</b> ___ LOCAL P.O. _____ ___ ENCUMBRANCE REQUEST _____ ___ STATE REG. _____ ___ STATE P.O. _____ ___ CONTRACT RELEASE _____ ___ LPO _____	<b>ENCUMBRANCE INFORMATION:</b> <b>DATE:</b> _____ <b>INITIALS:</b> _____ <b>AMOUNT:</b> _____ <b>CHANGED:</b> _____
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PURCHASING / ACCOUNTING / CASHIER