



**VENDOR CERTIFICATION  
(Non-State Employee)**

Remit to:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ PO#: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Department Account #: \_\_\_\_\_

I hereby certify that I have completed the work in the manner described below, and that payment should be made.

Total Amount Due: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I certify that the materials and/or services listed on this invoice have been received or performed in satisfactory condition and quality, and payment should be made.

\_\_\_\_\_  
Signature of Dean, Director, or Vice President

\_\_\_\_\_  
Date

- This form must be signed and returned in order to process payment.
- PLEASE RETAIN A COPY FOR YOUR RECORDS.
- Return to: Minnesota State University Moorhead, Business Services, 1104 7<sup>th</sup> Avenue South, Moorhead, MN, 56563