** Brunswick Area Vendor Credit Account**

**Receipt Reconciliation Form**

**(Walmart, Lowe’s, Home Depot and Hannaford)**

**Instructions:** Forward the completed form to Accounts Payable immediately following purchase.

Attach receipt

Please use tape (do not staple)

Attach overflow to backside of form

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor** | |  | |
| **Purchaser** | |  | |
| **Department(s)** | |  | |
| **Date of purchase** | |  | |
| **Total purchase amount** | |  | |
| **Work Order**  **(if applicable)** | |  | |
| **PO Number**  **(if applicable)** | |  | |
| **Accounting** | | | |
| **Account Code** | **Project** | | **Amount** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **Reason for purchase** | | | |
|  | | | |
| **Approver’s Name (print)** | |  | |
| **Approver’s signature** | |  | |
| **Approval Date** | |  | |