** 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** |  |