



**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.

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			

Attach receipt
Please use tape (do not staple)
Attach overflow to backside of form