

PURCHASE ACCOUNT
RECONCILIATION STATEMENT

Vendor Name		Reconciliation Date	
Vendor Account No.		Statement Period	
General Ledger Code		Prepared By	

ACCOUNT SUMMARY

DESCRIPTION			AMOUNT
Ending Balance per Vendor Statement			
Add: Outstanding Purchases / Debits (Not on Statement)	(+)		
Less: Outstanding Payments / Credits (Not on Statement)	(-)		
Adjusted Vendor Balance			
Ending Balance per General Ledger			
Unreconciled Difference			

RECONCILING ITEMS (ADJUSTMENTS & DISCREPANCIES)

DATE	REFERENCE NO.	DESCRIPTION / EXPLANATION	INCREASE (+)	DECREASE (-)	STATUS

NOTES & COMMENTS

PREPARED BY (SIGNATURE)

REVIEWED & APPROVED BY (SIGNATURE)

DATE

DATE