



BIN:

Period Ending:

**NON-TAX MEMO ADJUSTMENTS**

Enter the non-tax memo adjustments in date order starting with the oldest invoice date. Examples of allowable adjustments include, products received in a current period but invoiced in a prior or subsequent period, incorrect billings and products returned to the supplier. Each adjustment must be accompanied by an explanation. Ensure that you retain all supporting documentation (e.g. original invoices and bills of lading) for audit purposes.

Supplier's Name	Invoice Date (YYMMDD)	Invoice Number	Adjustment Amount *		Explanation
<b>TOTAL NON-TAX MEMO ADJUSTMENT AMOUNT:</b>			<b>\$</b>		

Carry this amount forward to page 1 of this schedule.

\* Show credit (negative) amounts in brackets ( ).