



WAREHOUSE AND NON-STOCK RETURN FOR CREDIT FORM

(RETURN ITEMS WITHIN 30 DAYS OF RECEIPT)

Date: _____

Location: _____

Department or Teacher: _____

Signature of Site Administrator: _____

IMPORTANT:
Attach this form to items being returned. The items (and the form) will be picked up by the warehouse deliveryman.

ITEMS MUST HAVE BEEN PURCHASED DURING CURRENT SCHOOL YEAR.

Credit Account #	_____	_____	_____	_____	_____	_____	_____
	Fund	Resource	Goal	Function	Object	Location	

STOCK NUMBER	UNIT	QUANTITY	DESCRIPTION	WAREHOUSE VERIFICATION	UNIT COST	\$ AMOUNT

NOTE: **Broken Packages, Boxes or Cartons will not be accepted for return for credit.**
Damaged or marked merchandise may not be returned.

Please complete the following:

Reason for returning the merchandise? _____

Date Originally ordered	Requisition #	Purchase Order #	Vendor
-------------------------	---------------	------------------	--------

For District Use Only

Pick Up Date: _____

Warehouse Signature: _____

Approval: _____

Date: _____

White - Purchasing

Yellow - Warehouse

Pink - Site