REQUEST FOR RETURN OF INVENTORY STOCK

DATE: _____

CAMPUS/ DEPT. _____

CONTACT PERSON: _____

MERCHANDISE ORDERED ON REQUISITION # _____

LINE ITEM# _____

BUDGET CODE: _____

QUANTITY	STOCK#	DESCRIPTION

REASON FOR RETURN:

_____ BROKEN
_____ DEFECTIVE
_____ INCORRECT ITEM ORDERED
_____ INCORRECT ITEM DELIVERED

REMARKS:

_____
_____
_____
_____
_____

SIGNATURE: _____
        BUDGET MANAGER