

RECEIVING DISCREPANCY REPORT

Date Received _____ P.O. # _____

Line Item # _____

Method of Arrival (Trucking Co., UPS, RPS, FedEx, etc.) _____

Telephone # (If Known) _____

Vendor Name _____ Contact _____

Vendor Telephone # _____

No Purchase Order Number Or Incorrect P.O. Number)

Shortage

Wrong Material Shipped

Damaged

No MSDS

Overage

Specific Description of Problem(s) _____

Holding in Warehouse? Entire Order Only Problem Items

DISPOSITION _____

Return Information: Returned for: Exchange Credit Other

Date Returned _____ Method: UPS Call Tag Mail Label

Return at District Expense? Yes No

DATE RDR COMPLETED _____

White/Warehouse

Yellow/Purchasing

Pink/Attach to Material