# MIDLAND INDEPENDENT SCHOOL DISTRICT
# PROCUREMENT AND SUPPLY MANAGEMENT SERVICES

## ERROR IN SHIPMENT REPORT FORM

TO: PROCUREMENT SERVICES FROM: _____
(School or Department)

DATE: _____ DATE ORDER RECEIVED: _____

PURCHASE ORDER NO.: _____

WAREHOUSE REQ. NO.: _____

SHIPPING ORDER DATE: _____

VENDOR: _____

ADDRESS OF VENDOR: _____

_____ Damaged

_____ Overage / Shortage (circle one)

_____ Not As Specified

Explanation: _____

_____

_____

_____

Signed by _____

Department/School _____

**Note: ATTACH A COPY OF YOUR SHIPPING ORDER**

Procurement Office Instructions _____

_____

_____

_____

_____

Signed _____ Date: _____