WAREHOUSE PICK-UP REQUEST REQUISITION

Complete the following for pick-up by warehouse

Fax form to warehouse # 782-5347

School _____

Date _____

For Office Use Only

Returned to stock date:	_____
Disposal Date:	_____
Req. #	_____

RETURN TO WAREHOUSE INVENTORY (*Full Cases Only*)

Qty. Returning	Item Number	Description of Item	Reason For Return

RETURN TO WAREHOUSE FOR DISPOSAL

Qty. Returning	Item Number	Description of Item	Reason For Return & Disposal

Complete this form when returning full cases that can be added back to the warehouse inventory and/or when returning whole or partial cases and dented cans for disposal due to damage, contamination, product beyond expiration date, etc. Be sure to note expiration date if that is the reason for return.