Warehouse Return/Correction Form

To
Higley Unified School District #60
Warehouse Returns

From
School Name:
Name of End User:

Date:

Requisition No.:
Ship No.:

Item #	Qty.	Product Description / Price	Return/Damaged Short/Overage/ Defective	Warehouse Use Only

A completed form must be returned to mmc@husd.org. Personnel will notify you when item will be picked up.

All product must be returned to warehouse with a legible requisition # and clearly labeled "Warehouse Return" and original form in package.

Warehouse personnel will notify end user if correction is accepted or denied.

Credit will be issued to appropriate budget account.

Returned Items with a shelf life will be at the discretion of personnel.

Only items within current fiscal year will be considered for return.

When a mispick is reported, a correction form must also be completed and returned to mmc@husd.org.