



PROCUREMENT DEPARTMENT

RETURN FOR CREDIT

REQUISITION #

SCHOOL

DATE

ACCOUNT #

<i>CATALOG #</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>TOTAL PRICE</i>

RECEIVED ITEMS (WAREHOUSE PERSONNEL)

DATE

SEND THIS COMPLETED FORM TO THE PROCUREMENT DEPARTMENT FOR ITEMS TO BE PICKED UP. ITEMS MUST BE IN THE ORIGINAL BOX AND IN GOOD CONDITION TO RECEIVE CREDIT. CREDIT CAN ONLY BE ISSUED FOR ITEMS DURING THE SAME SCHOOL YEAR THEY WERE PURCHASED.