

**Cajon Valley Union School District
WAREHOUSE STOCK RETURN FOR CREDIT REQUEST**

B-59
REV. 9/06

Site/Department: _____
Requested by: _____ **Date:** _____

Rationale: _____

From Requisition #: _____

INSTRUCTIONS: Each form must include the requisition number, one requisition per request. Requisition must be from current fiscal year, or a requisition that rolled over into current fiscal year (fall orders). Credit will be to budget account number on requisition.

Do not send stock item(s) with form, pick up of stock item(s) will be arranged by warehouse.

Qty:	Warehouse Stock #	Description	Unit Cost	Total Cost	PURCH/WAREHOUSE:	
					Qty Confirmed	If Denied Reason:

TOTALS: \$0.00

PURCHASING/WAREHOUSE USE ONLY:

Purchasing Authorization for Pick Up:	Name/Date: _____
Picked Up By Warehouse:	Name/Date: _____
Warehouse Authorization for Return to Stock:	Name/Date: _____
Restocked in Warehouse:	Name/Date: _____
Computer Stock Levels Adjusted (STRCRT or STKCRT):	Name/Date: _____
Budget Account Adjusted:	Name/Date: _____

REQUEST AND/OR RETURN DENIED:	_____ 6. Partial Case/Container/Quantity
1. Product No Longer Stocked in Warehouse:	_____ 7. Prior Fiscal Year
2. Product Beyond Expiration Date:	_____ 8. Not Warehouse Stock
3. Product Damaged, Unable to Re-Stock:	_____ 9. No Requisition Listed
4. Quantity to Return Exceeds Yearly Maximum Usage	
5. Other:	

SUBMIT FORM TO PURCHASING DEPARTMENT