Cajon Valley Union School District

B-59 (9/06)

WAREHOUSE STOCK RETURN FOR CREDIT REQUEST

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.

					PURCH/WAREHOUSE:	
Qty:	**Warehouse Stock #**	**Description**	**Unit Cost**	**Total Cost**	**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:**

_____ 1. Product No Longer Stocked in Warehouse: _____

_____ 2. Product Beyond Expiration Date: _____

_____ 3. Product Damaged, Unable to Re-Stock: _____

_____ 4. Quantity to Return Exceeds Yearly Maximum Usage

_____ 5. Other: _____

_____ 6. Partial Case/Container/Quantity

_____ 7. Prior Fiscal Year

_____ 8. Not Warehouse Stock

_____ 9. No Requisition Listed

cc: Site/Department, Purchasing, Warehouse, Accounting (as applicable)