

**Alhambra School District**

**WAREHOUSE STOCK RETURN FORM**

THIS FORM MUST BE ATTACHED TO THE ITEM(S) BEING RETURNED AND PLACED IN THE DISTRICT  
COURIER'S PICK UP AREA

Phone approval for return received from \_\_\_\_\_ in the purchasing department.

Warehouse Requisition# \_\_\_\_\_ Stock# \_\_\_\_\_ Qty Returned \_\_\_\_\_

Description of item \_\_\_\_\_

Code \_\_\_\_\_

Reason for Return \_\_\_\_\_

---

Phone approval for return received from \_\_\_\_\_ in the purchasing department.

Warehouse Requisition# \_\_\_\_\_ Stock# \_\_\_\_\_ Qty Returned \_\_\_\_\_

Description of item \_\_\_\_\_

Code \_\_\_\_\_

Reason for Return \_\_\_\_\_

---

Phone approval for return received from \_\_\_\_\_ in the purchasing department.

Warehouse Requisition# \_\_\_\_\_ Stock# \_\_\_\_\_ Qty Returned \_\_\_\_\_

Description of item \_\_\_\_\_

Code \_\_\_\_\_

Reason for Return \_\_\_\_\_

---

Returned Authorized by \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_

---

Warehouse/Purchasing Use Only

Warehouse: Return verified by \_\_\_\_\_ Date \_\_\_\_\_

Purchasing: Return verification# \_\_\_\_\_ Amount of Credit \_\_\_\_\_