

RETURN TO WAREHOUSE STOCK PROCEDURE

Complete the RETURN TO WAREHOUSE STOCK form using the procedure outlined below.

STOCK REQUISITION NUMBER

- Type the original 5 digit stock requisition number in this box.

DATE

- Type the current date in this box.

SCHOOL OR DEPARTMENT NAME

- Type your school name or department name in this box.

REQUESTOR

- Type your name in this box.

QUANTITY

- Type the quantity to be returned to the Warehouse in this box.

UNIT OF MEASURE

- Type the unit of measure (Ex: Each, Box, Carton, Package, Ream, etc...) in this box.

WAREHOUSE CATALOG NUMBER

- Type the 5 digit Warehouse catalog number in this box.

PRODUCT DESCRIPTION

- Type the description of the item to be returned to the Warehouse in this box.

SPECIFY REASON FOR RETURN

- Type an explanation of the reason for the item(s) to be returned to the Warehouse (Ex: Defective item, order error, Warehouse delivery error, etc...).

* Save the completed form on your computer (Ex: Save as “Return to Warehouse Stock Req 12345”).

* Send an email message to Keith Simon (keith.simon@smusd.org) entitled “Return to Warehouse” and attach your completed Return to Warehouse Stock form to the email.

* A completed sample Return to Warehouse Stock form has been provided on the next page for your reference.

RETURN TO WAREHOUSE STOCK

SAMPLE

STOCK REQUISITION NUMBER 11819
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Section A: School or Department Completes

Date	School or Department Name	Requestor
5/25/23	Purchasing	Terry King

Quantity	Unit of Measure	Warehouse Catalog Number	Product Description
1	Package	41028	BATTERY, AAA, ALKALINE PACKAGE OF 8

<p>SPECIFY REASON FOR RETURN (Ex: Defective, Order Error, Warehouse Delivery Error)</p> <p>Reason: Order Error – Ordered AAA batteries instead of AA batteries.</p>



SCHOOL/DEPT: EMAIL COMPLETED FORM TO KEITH.SIMON@SMUSD.ORG

Section B: For Purchasing / Warehouse Use Only

<p>WAREHOUSE USE ONLY</p> <p>Picked Up By: _____ Date: _____</p> <p>Exchange Completed By: _____ Date: _____</p> <p>Warehouse Comments: _____</p>	<p>PURCHASING USE ONLY</p> <p>STOCK ADJUSTMENT POSTED</p> <p>DATE _____</p> <p>INITIALS _____</p> <p>If Warehouse delivery error, then NO adjustment is required.</p>
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