

BARSTOW UNIFIED SCHOOL DISTRICT
MATERIAL RETURN NOTICE
(Must be printed on BLUE paper)

SCHOOL/SITE _____ DATE _____

P.O. # _____

REQUISITION # _____

IDENTIFY WHETHER RETURN IS TO VENDOR OR WAREHOUSE

LIST ITEMS BEING RETURNED AND ATTACH COPY OF REQUISITION

REASON FOR RETURN:

CREDIT

EXCHANGE

RETURNED BY _____

FOR OFFICE USE ONLY

COMMENTS _____
