



ITEMS RETURNED/CREDITED MUST BE FOR CURRENT SCHOOL YEAR

Items need to be returned in the 90 day threshold of the same fiscal year

(Minimum Return No Less Than \$50.00 Per Line Item)

Email to: stock.control@aps.edu

RETURN FOR CREDIT

School: _____ Phone Number: _____ Date: _____

Ordered by: _____ Requisition/Document #: _____

<u>Stock #</u>	<u>Item Description</u>	<u>Quantity Returned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Justification for returning material: _____



FOR WAREHOUSE USE ONLY

Quantity Returned: _____ Date: _____

Released by: _____ Picked Up By: _____

FOR STOCK CONTROL OFFICE USE ONLY

Date Completed: _____ Amount Credited: _____ Initials: _____