

SHORTAGE or
RETURN

MERCED CITY SCHOOL DISTRICT WAREHOUSE
RETURN/REFUND REQUEST FORM

To receive credit for all returned items, complete this form and attach a copy of the stores issue along with item for refund approval. **\$25.00 minimum** return/refund limit.

Site _____ Stores Issue # _____ Date _____

Quantity Returned	Stores Item Number	Description	Price

Authorized By: _____ (Site Administrator)

Total Amount of Credit \$ _____

Driver _____ (Signature) Date _____

PURCHASING OFFICE USE ONLY

____ Approved ____ Denied _____ Signature _____ Date _____

A-23 Revised (12/05)

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