

# MADERA UNIFIED SCHOOL DISTRICT

## RETURN TO STOCK (RTS) Form

### **THIS FORM MUST ACCOMPANY ALL MATERIAL FOR RTS.**

REQUESTERS NAME \_\_\_\_\_ REQUISITION NO. \_\_\_\_\_

WAREHOUSE CATALOG NO. \_\_\_\_\_ SCHOOL/SITE \_\_\_\_\_

QUANTITY TO BE RETURNED \_\_\_\_\_ UNIT OF ISSUE \_\_\_\_\_

DATE MATERIAL RECEIVED \_\_\_\_\_ DATE MATERIAL RETURNED \_\_\_\_\_

#### REASON FOR RETURN (CHECK ONE):

- ORDERED WRONG MATERIAL
- ISSUED WRONG MATERIAL
- DEFECTIVE MATERIAL
- EXCESS

#### **Material Must Be Returned Within Two (2) Weeks of Delivery.**

Material Returned to Stock shall be in original container(s) and in good condition for resale. Material to be RTS should not be excess (ie: unused portion of quantity ordered). Spray cans or open battery packages will not be accepted for RTS. Material received in a previous fiscal year cannot be credited in the current fiscal year.

#### WAREHOUSE USE ONLY

APPROVED \_\_\_\_\_

DATE RETURNED TO STOCK \_\_\_\_\_

INVENTORY STOCK NO. \_\_\_\_\_

QUANTITY RTS \_\_\_\_\_