**MADERA UNIFIED SCHOOL DISTRICT** **Materials Disposition Record**

 1205 Madera Avenue **Return to Vendor (RTV)**

 Madera, Ca. 93637

Shipping Address:                                                                                                               Date

Reason for Return:

|  |  |  |
| --- | --- | --- |
| * Review Material
 | * Duplicate
 | * Excess
 |
| * Incorrect Material
 | * Defective
 | * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

Purchase Order No.                                                                                                           Date

Return Goods Authorization (RGA) No.                                        Name

Invoice/Packing List No.                                            Method of Return

Items to Return

 P.O. Total

 Item No. Description Quantity Unit Price Price

Requested By

Purchasing Review

**For Warehouse Only**

No. of Containers                                                                          Estimated Weight

Date Shipped                                                                                 Carrier

Carrier Freight Bill

Signature

Ship To:                                                                                            Attention

RGA No.