DC0002
rev 11/02

# RETURN OF STOCK / NON-STOCK / ON-LINE MATERIAL FORM

LINCOLN PUBLIC SCHOOLS DISTRIBUTION CENTER

No prior phone call is necessary for returns, but please call if you have questions.
Use separate form for each purchase order, requisition, or on-line order.
**Attach copy of applicable paper work to this form, for example: purchase order for non-stock; delivery ticket for stock; and on-line order form or pack list for on-line orders and place in box.**
Place one copy of this form on the box.
Keep one copy of this form for your records.

**FORM MUST BE FILLED OUT COMPLETELY AND SENT TO DC WITH MERCHANDISE.**

☐ Stock ☐ Non-stock ☒ On-line, Vendor Name

Date 01/27/04 Purchase Order # _____

School / Dept. _____ Requisition # _____

Phone # _____ On-line Order # _____

LPS Contact Person _____

| QUANTITY | LPS # OR VENDOR # | DETAILED DESCRIPTION OF ITEM | REASON FOR RETURN (SEE BELOW) |
|---|---|---|---|
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**Reason for return:** (A) Ordered wrong (B) No longer needed (C) Received damaged
(D) Received duplicate shipment (E) Misc. (explain below)

**Return for**: ☒ Credit ☐ Replacement (only if item is defective or damaged)
**Explain discrepancy. Please be specific:**

**FOR DISTRIBUTION CENTER USE ONLY**

Date received _____ By: _____ Location: _____

Type of return _____ (enter number of choice)

1. Return for credit.
2. Return for credit. Do not return to stock.
3. Return and replace. Do not return to stock.