STD. 108 (REV. 10/2019)

INSTRUCTIONS

Prepare this report in triplicate. Post the original to the store cards and to the purchase order. File this Report with the Stock Received Report. Send the duplicate to the vendor. The Storekeeper will retain the triplicate.

					FACILITY, INSTITUTION, OR DEPARTMENT NAME		
				NUMBER		DATE	
				APPLY	ING TO STOCK REC	EIVED REPORT:	
1				NUMBER		DATE	
				PURCHASE ORDER NUMBER			
				ESTIMATE	NUMBER		
Fold here to mail in a window envelope.							
VENDOR — Pleas	se send a credit	memo for	the following	return	ed goods:		
DESCRIPTION	QUANTITY	PRICE AMOUNT		Т	REASON FOR RETURN		
		TOTAL					
YES NO ARRANGEMENTS MADE WITH VENDOR			I hereby certify that this Returned Stock Report applies to the original Stock Received Report referred to above.				
MATERIAL TO BE REPLACED			STOREKEEPER'S SIGNATURE				
CANCEL RETURNED ITEMS FROM THE PURCHASE ORDER			Return of the above is approved.				
			AUTHORIZED SIG	AUTHORIZED SIGNATURE			
POSTED TO PURCHASE ORDER POSTED TO STOCK CARD							