

3200 W. Pecan Bldg N Ste 145 McAllen, TX 78501

Phone 956-872-4681

Fax 956-872-4688

RETURN OR MISSING ITEMS DEPARTMENTAL REQUEST FORM

| 956-872-4681 / FAX 956-872-4688 FROM: (NAME) (DEPARTMENT) (PHONE) | DATE: | | | | |
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| (DEPARTMENT) (PHONE) RE: PURCHASE ORDER NUMBER The merchandise ordered on the purchase order listed above was received on The following problems were noted with this order: PO Line # | TO: | | 88 | | |
| RE: PURCHASE ORDER NUMBER The merchandise ordered on the purchase order listed above was received on The following problems were noted with this order: PO Line # | FROM: | | = · | | |
| The merchandise ordered on the purchase order listed above was received on The following problems were noted with this order: PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) | | | (PHONE) | | |
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| PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Quantity Reason (Choose one from below) PO Line # Item # Reason (Choose one from below) PO Line # Reason | The merc | handise ordered on the purchase o | order listed above was | s received on | |
| PO Line # | The follov | ving problems were noted with this | order: | | |
| PO Line # | PO Line # | # Item # | Quantity | Reason | (Choose one from below) |
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| | 1 Item is 2 Item is 3 Item wa 4 Item is 5 Item is | listed on packing slip but not receivable on packing slip but not compas shipped incorrectly damaged missing | | | |
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*THIS NOTICE AND A COPY OF THE PACKING SLIP MUST BE EMAILED OR FAXED TO THE PURCHASING DEPARTMENT (872-4688) WITHIN 24 HOURS OF RECEIVING ORDER. PLEASE FOLLOW UP WITH ORIGINAL IN CAMPUS MAIL.

RETURN INSTRUCTIONS:

ITEMS BEING RETURNED MUST BE PLACED IN A RETURN PACKAGE (BOX OR ENVELOPE)
WITH THE PURCHASE ORDER NUMBER WRITTEN ON THE OUTSIDE AND KEPT AT
DEPARTMENT UNTIL A PICKUP ORDER HAS BEEN ISSUED BY THE PURCHASING DEPARTMENT.