

Hello Cartwright staff,

There are items being returned to the Materials Center such as, can liners, soap, soap dispensers, pens etc. These items are being returned with the incorrect paperwork or without paper, that is needed to issue credit back to your account. I cannot issue a credit without a completed **Merchandise Return & Or Transfer Form**. These forms can be ordered from Printing Services. Any items being returned without this form will become part of my inventory and you will not get any credit for them. Also, materials that is being returned must be within the same fiscal year.

The **Merchandise Return & Or Transfer Form** must include the following

- school site's name
- the stock number
- quantity
- item descriptions
- original req/ order number
- original account code used to purchase this item

The **Original Account Code** is very important to include because that is the account you are being credited to.

I would like to ensure that each site receives it's credit, in order for me to do that, you must complete this form correctly, and must be enclosed with the items that are being returned.

I have attached a sample for your convenience.

If you have any questions, please call ext 2085.

Johnny

