



REQUEST FOR AUTHORIZATION TO RETURN MERCHANDISE

General Information

Date: _____
 School District/Agency: _____ School Code: _____
 Contact Name: _____ Phone: _____ e-mail Address: _____

Warehouse Item Returns - If items are missing, damaged or ordered incorrectly, please notify KCDA within 20 business days of receipt of an order or by September 30 for merchandise delivered in June, July or August.

Reference Information

Purchase Order Number: _____ Dated: _____
 KCDA Order Number: _____ Dated: _____
 Supply Link Cart Number, if available: _____

Product Information

Reason: Damaged; Defective; Overship; Customer Ordering Error; Shipping Error
 Replacement? Yes; No
 Number of Cartons Returning to KCDA: _____

Explain: _____

Item No.	Qty	Description	Replacement Item No.	Qty	Description