KCDA PURCHASING COOPERATIVE
18639 - 80th Ave. S. ◆ P.O. Box 5550 ◆ Kent, WA 98064-5550 ◆ Phone 425-251-8115 ◆ Fax 253-395-5402 ◆ www.kcda.org

REQUEST FOR AUTHORIZATION TO RETURN MERCHANDISE

GENERAL INFORMATION

Date: _____

School District/Agency: _____ School Code: _____

Contact Name: _____ Phone: _____ e-mail Address: _____

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