



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: _____

Date: _____

KCDA Order Number: _____

Date: _____

Cart Number, if available: _____

Product Information

Reason: Damaged; Defective; Overship; Customer Ordering Error; Shipping Error

Explain: _____

Number of Cartons Returning to KCDA: _____

Replacement? Yes; No

Table with 6 columns: Item No., Qty, Description, Replacement Item No., Qty, Description