



# UNACCEPTABLE SUPPLIES AND EQUIPMENT REPORT

FILL OUT FORM COMPLETELY

SCHOOL/DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PURCHASE ORDER #: \_\_\_\_\_ WAREHOUSE REQUISITION #: \_\_\_\_\_

PACKING SLIP/INVOICE #: \_\_\_\_\_ SHIPPING RECEIPT #: \_\_\_\_\_

VENDOR: \_\_\_\_\_

## REASON FOR SUBMITTING FORM

\_\_\_ INFERIOR QUALITY

\_\_\_ INCOMPATIBLE

\_\_\_ DAMAGED

\_\_\_ OVER-PRICED

\_\_\_ DEFECTIVE

\_\_\_ WRONG ITEM RECEIVED

## ITEM DESCRIPTION

PART #: \_\_\_\_\_ QUANTITY: \_\_\_\_\_ COLOR: \_\_\_\_\_

## **DESCRIBE IN DETAIL REASON FOR UNACCEPTABLE PRODUCT**

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COMPLETED BY: \_\_\_\_\_

*Name*

*Phone No.*

DISTRICT OFFICE USE ONLY

WAREHOUSE RECEIVED: \_\_\_\_\_ DATE: \_\_\_\_\_

ACTION: \_\_\_\_\_

ACCOUNTS PAYABLE: \_\_\_\_\_

\_\_\_\_\_

WHITE=ACCOUNTS PAYABLE

PINK = SCHOOL/DEPT.

YELLOW = WAREHOUSE