



NATOMAS CHARTER SCHOOL
 4600 BLACKROCK DRIVE
 SACRAMENTO, CA 95845

MERCHANDISE RETURN MEMORANDUM

RETURN VENDOR INFORMATION:

 VENDOR NAME/PHONE #

 STREET ADDRESS (P.O. NOT ACCEPTABLE)

 CITY STATE ZIP

FOR SITE SPECIALIST ONLY
DATE MERCHANDISE RECEIVED
PURCHASE ORDER/CHECK #
VENDOR RMA # (IF APPLICABLE)

I AM RETURNING THE ITEM(S) LISTED BELOW FOR THE FOLLOWING REASON:
 (SPECIFY AND DESCRIBE: DAMAGED, OVER-SHIPMENT, NOT AS SPECIFIED, PREVIEW. ETC.)

PLEASE LIST THE ITEMS(S) BEING RETURNED:

COMPLETE DESCRIPTION	QTY	DOLLAR AMOUNT

RETURNING GOODS FOR: CREDIT REPAIR EXCHANGE

REQUESTED BY: _____
 TEACHER