SJDC OFFICE SUPPLIES DISCREPANCY FORM

AUTHORIZATION TO RETURN / DISCREPANCY REPORTING

All discrepancies must be reported and sent to Stores within 3 days of receipt of the order. This form can be used for Office Depot, Office Max and Stores orders. Please deliver paperwork and merchandise to the Stores area, attention Willie Williamson. Office Depot and Office Max Business Advantage Policy is to return and exchange merchandise in the original packaging within 30 days of receipt of order. Please fill in the reason for return such as: damaged, defective, sent wrong product, ordered wrong product, etc.

PLEASE MAKE SURE TO SELECT THE APPROPRIATE SUPPLIER AND ORDER NUMBER

Please complete the following:

OFFICE DEPOT ORDER ☐  OFFICE MAX ORDER ☐  INTERNAL STORES ORDER ☐

Department Name ___________________________  Order # ___________________________  Today’s Date ________________
Location ___________________________  P.O. # ___________________________
Your Name ___________________________  Dept. Pseudo # ___________________________  Telephone # ___________________________

PRODUCT CODE  QUANTITY  ITEM DESCRIPTION  DESCRIPTION OF DISCREPANCY

Purchasing’s Policy for “Returns for Credit or Mistakes in Ordering”: Material ordered in error having a net value of $50.00 or less must be retained by the requesting department. This means that if you received what you ordered, even though it is not exactly what you wanted, you will not be able to return it. This policy exists due to the high administrative costs involved, for both the College and the supplier, in making arrangements for the return of the items that cost $50.00 or less.

When such an error is made in ordering, please try to find a use for the item(s) within the department or other departments on campus and process an internal budget transfer.

Revised 06/30/05