

MERCHANDISE RETURN REQUEST

Store Name & Number _____

The following merchandise was received in error on invoice # _____ (see attached)

| Stock Number | Description | Amount ⁽¹⁾ |
|---------------------|--------------------|------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

⁽¹⁾ Indicate whether the item(s) are Units (U) or Cases (C).

I do not elect to keep this merchandise and hereby request arrangements be made to have it shipped back to Helena for credit.

_____ Date _____
Agent

=====

OFFICE USE ONLY

The reported error has been determined to be a department error. Authorization is granted for the return of this merchandise.

The reported error has been determined to have been committed by the agency. The request to return this merchandise is denied.

_____ Date _____
Authorizing Official