



Lee College Receiving

Date: _____

Request For Shipment

Requestor: _____

Ext.#: _____

PO Number: _____

Insured Value: _____

Item (s) Description:

1. _____

2. _____

Reason: (check one)

over/double
shipment

incorrect
order

damaged
merchandise

other

Terms: (check one)

return for credit

exchange

warranty repair

-----For Office Use Only-----Questions? Call Receiving @ 6526/6443-----

Vendor: _____ Phone: (____) _____ Ext: _____

Notes: _____

Date of P/U: _____ By: _____