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| Transaction ID   |
| <b>S N</b> _____ |

New      Modification      Cancellation

\*Submitted Date

\*Department Name

\*Prepared By

\*Telephone #

\*EIN

Date of Record  
(MM/DD/YYYY)

Budget FY  
(YYYY)

Accounting Period  
(MM/YYYY)

Warehouse

Returning Unit

Ref Transaction ID

Return Code

Returned By

Telephone #

Comments

### Stock Return Transaction

#### Commodity Details

| Ref Comm Line | Ref Acct Line | Stock Item # | Returned Quantity | Issue Unit | Stock Item Description |
|---------------|---------------|--------------|-------------------|------------|------------------------|
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Accounting details must be inferred from the Reference document.

Authorized Signature

Date

Received By

Date

Entered By

Date

\* Fields Required to Submit Form