Current Adopted Textbook Shortages Reporting Form:

P.O. _____ Site: _____

Complete the section below for each item that you are short . Please e-mail or pony it to Rich Arellano at the Textbook Warehouse.

Please complete one form for each Purchase order / Vendor

ISBN #	Description:	QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY STILL NEEDED BUT NOT ORDERED Indicate reason in notes section	Notes

**** Please note that the vendor is not responsible for items misplaced after delivery has been made to the site and is not responsible for replacing items that were signed for by any employee at that site.**

**** Replacement items can be re-ordered if lost, by using your site funding.**