

Previous Adopted Textbook Shortages Reporting Form:

P.O. _____ (If you know it) Site: _____

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

Please complete one for each Purchase order / Vendor

	Vendor	ISBN	Description:	Qty needed indicate reason for shortage in notes section >>>	Notes
1					
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**** 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.**

for