CONSUMABLE RETURN FORM
ELEMENTARY

DATE: _____

SCHOOL: _____ **LOCATION WHERE ITEMS ARE STORED:**

Principal's Signature: _____ **ROOM #:** _____

Instructional Coach's Signature: _____ **TOTAL # OF BOXES:** _____

QTY	TITLE	Grade/Level

1. **Please list all Consumable items that are to be returned with all information requested.** Boxes will not be picked up without this information completed.
2. Package boxes carefully so that items do not get damaged and can be inventoried.
   a) Workbooks should be boxed in likeness – Leave in original packaging when possible. Please keep same titles together and do not mix-match them into random boxes. **** DO NOT EXCEED 50 POUNDS PER BOX ****
   b) **Do Not** send used or badly damaged workbooks back – these should be recycled/discarded..
3. If returning open or incomplete kits please send them to Shelly Miller in Instructional Supports.
4. Please label the boxes.
5. Obtain the signature of your principal and your Instructional Coach.
6. Signed lists should be emailed to Kenna Sorensen with ISD kenna.sorensen@canyonsdistrict.org and Susan Dahl with the Warehouse. susan.dahl@canyonsdistrict.org for Pick Up.
7. Boxes should be picked up by the Warehouse. Do Not send them through District Mail
8. This Form can be completed and submitted at any time throughout the year.
9. Any Questions contact Susan Dahl - Warehouse at 65303 or Rachel Blackburn - Purchasing at 65391

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