



CONSUMABLE RETURN FORM SECONDARY

DATE: _____

SCHOOL: _____

LOCATION WHERE ITEMS ARE STORED: _____

Principal's Signature: _____

ROOM #: _____

Instructional Coach's Signature: _____

TOTAL # OF BOXES: _____

QTY	TITLE	Grade/Level

- Please list all Consumable items that are to be returned with all information requested.** Boxes will not be picked up without this information completed.
- Package boxes carefully so that items do not get damaged and can be inventoried.
 - 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 ****
 - Do Not** send used or badly damaged workbooks back – these should be recycled/discarded.
- If returning open or incomplete kits please send them to Shelly Miller in Instructional Supports.
- Please label the boxes.
- Obtain the signature of your principal and your Instructional Coach.
- Signed lists should be emailed to Jesse Hennefer with ISD jesse.hennefer@canyonsdistrict.org and Susan Dahl with the Warehouse. susan.dahl@canyonsdistrict.org for Pick Up.
- Boxes should be picked up by the Warehouse. Do Not send them through District Mail
- This Form can be completed and submitted at any time throughout the year.
- Any Questions contact Susan Dahl - Warehouse at 65303 or Rachel Blackburn - Purchasing at 65391