UNITED INDEPENDENT SCHOOL DISTRICT
TEXTBOOK RETURN FORM

School_____ **Date**_____

1 MULTIPLE LIST CODE	2 TEXTBOOK TITLE	ISBN	3 ENROLLMENT	4 CURRENT INVENTORY	5 TEXTBOOKS REQUESTING	6 TEXTBOOKS RETURNED

Returning Instructions:

1. Write Multiple List Code, as it appears on the Campus Distribution Report.
2. Write Textbook Title, as it appears on the Campus Distribution Report.
3. Enter grade or subject enrollment.
4. Enter current inventory obtained from the most current Inventory List, taking into consideration any Deliveries or Returns.
5. Number of textbooks requesting for return.
6. Confirmation of textbooks returned

Comments:

Returned Requested By: _____ Date: _____
(Signature of Principal or Designee Required)

Returned By: _____ Date: _____
(Signature of Principal or Designee Required)

Received By: _____ Date: _____
(Support Services Staff)

Returned Number _____

PLEASE FAX YOUR RETURN TO 712-7982

SSTRF911008
04/01