INSTRUCTIONAL MATERIALS/TEXTBOOKS RETURN FORM

This form should only be used for new out of adoption books (OAD), teacher editions or other materials not on school inventory. All other returns should be submitted online.

BEDS School Number

Page 1 of ___

Please call 888-202-3953 for return approval.

School Name: [Print or Type]	**Contact Person:** **School Phone: ( )**
Address:	**Date:** **School FAX: ( )**
City: **South Carolina** **Zip:**	**Principal's Signature:**

Shipping Information

Print Address Label *(for each carton)*: **The Central Depository, 301 Greystone Boulevard, Columbia, South Carolina 29210**

Number of Cartons:_____*(number each carton)*

Location of Cartons for Pick Up:_____*(i.e., cafeteria, gym, etc.)*

To return instructional materials/textbooks on this form, enter the textbook code, quantity returned, and title in spaces provided below.

CODE NUMBER	QUANTITY RETURNED	TITLE	Please check one of the following options. NEW OAD	Teacher Editions not on school inventory	Other materials not on school inventory

INSTRUCTIONAL MATERIALS/TEXTBOOKS RETURN FORM

CONTINUATION SHEET

BEDS School Number

Page 2 of ___

School Name:	Date:	Principal's Signature:

Note: Do Not Return Additional Materials/Quantities Without Prior Approval by IMS

CODE NUMBER	QUANTITY RETURNED	TITLE	NEW OAD	Teacher Editions not on school inventory	Other materials not on school inventory