

# Returned Merchandise Internal Transfer Form

Date

Department

Prepared By

Sender Location

Recipient Location

## Merchandise Details

Item Code	Description	Quantity	Unit	Reason for Return
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
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Comments

## Authorizations

Requested By

Date

Approved By

Date

Received By

Date