



ESUCC Cooperative Purchasing

"United We Save"

Item Discrepancy Report

Please complete this form to report damaged, defective, shortage or overage of merchandise received to vendor ASAP. A list of vendor contact information can be found on our website at <https://www.esucc.org/cooperative-purchasing/>

Date Received: _____

Reported By: _____

School/ Entity Name _____ ESU# _____

Coop Item # _____

Item
Description: _____

Item Serial # _____

Vendor Name: _____

Qty: _____ Unit/ Packaging: _____

Discrepancy Details:

Recommended Discrepancy Resolution:

**** Please note all discrepancies on freight ticket at the time of delivery to include when reporting discrepancy.
** Received orders must be checked in and discrepancies reported within 3 days of receipt to ensure complete resolution.
** Discrepancies must be reported in writing/ email and be sure to keep a copy for your records.**