



Nebraska ESU Cooperative Purchasing  
**Report Form for Damaged &  
Missing Merchandise**

"UNITED WE SAVE"

Please complete this form for all damaged, defective, or missing merchandise.  
Fax completed form, ASAP, to NE ESU Cooperative Purchasing at 402-387-2530  
or email to [necoop@esu17.org](mailto:necoop@esu17.org).

Date that the problem was first discovered: \_\_\_\_\_

Discovered by: \_\_\_\_\_

ESU # \_\_\_\_\_

Coop Item # \_\_\_\_\_

Item Name/Description: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Qty: \_\_\_\_\_ Unit/Packaging: \_\_\_\_\_

Detailed explanation of the problem: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date that this item was delivered to the ESU warehouse: \_\_\_\_\_

ESU Coop Coordinator Signature: \_\_\_\_\_

Please note all shortages and/or damages on freight ticket at the time of delivery and send copies to NE ESU Coop with this completed form.

Please report all problems via *WRITTEN* communication (faxed or emailed).

If reporting via email, please make sure you include *ALL* of the information requested above.