

Procedure No. 702.9 - Supplement 2

DATE REC'D. \_\_\_\_\_  
BY WHOM \_\_\_\_\_  
PRICE O.K. \_\_\_\_\_  
EXTEN. O.K. \_\_\_\_\_  
VENDOR# \_\_\_\_\_

-----  
REQUEST FOR CREDIT MEMO

TO \_\_\_\_\_ DATE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GENTLEMEN:  
PLEASE SEND US CREDIT MEMO FOR THE FOLLOWING:  
YOUR INVOICE No. \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

Vendor's Agent \_\_\_\_\_ Requested By \_\_\_\_\_ Title \_\_\_\_\_