

Process to Return Textbooks to Mountain State Schoolbook Depository (MSSD)

1) Print off a Return Tracking Sheet at the link below:

https://purchasing.jordandistrict.org/wp-content/uploads/sites/16/A-4003-Purchasing-Mountain-State-Schoolbook-Depository-Jordan-School-District-Return-Tracking-Sheet-w_fields-1.25.2018.pdf

2) Call Mountain State Schoolbook Depository for a Return Authorization # at [800-995-1444](tel:800-995-1444). Have the original purchase order number and the ISBN # of the books you wish to return.

3) Mark each box returning with the Return Authorization # and list each box as box #1 of 3, #2 of 3, #3 of 3.

4) Call the Central Warehouse at 801-567-8825 and notify them that you have a return that needs to be pick up for Mountain State Schoolbook Depository. Let them know how many boxes are to be picked up.

5) Central Warehouse will pick up the return on their next scheduled delivery date for your school.

6) At the end of each month a driver from the Central Warehouse will return the textbooks to Mountain State Schoolbook Depository. Once MSSD receives the returns they will then process and issue a credit memo.

Buyer: Brenda Veldevere
Phone: (801) 567-8703
E-mail: brenda.veldevere@jordandistrict.org