



# Eugenia B. Thomas K-8 Center PTSA Store Exchange Form

Complete the PTSA Exchange Form, attach item to be exchanged and indicate what item is needed in return.  
Allow 1 week for delivery.

Order Date: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Homeroom/Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Parent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Item returned to Exchange: \_\_\_\_\_

New Item Needed for Exchange: \_\_\_\_\_

## NO RETURNS, ONLY EXCHANGES

### TO BE FILLED OUT ONLY BY PTSA

Order Received Date: \_\_\_\_\_

Order taken by PTSA Member: \_\_\_\_\_

Order Distributed Date: \_\_\_\_\_

Order Distributed to:

HR Teacher Mailbox

Delivered to Classroom

Other: \_\_\_\_\_