

FINANCE – RETURNING MERCHANDISE FOR CREDIT
ADMINISTRATIVE PROCEDURES

Due to potential problems with merchandise being returned for credit, all returns will be handled centrally. The following procedure will be followed for returning merchandise.

1. The school will prepare a three part (Return Form for Purchase Order). It is important that the vendor, full description, purchase order number, whether you desire replacement or credit, and the reason for return be shown on the form.

NOTE: The reason for return should clearly indicate if the return is due to an error on the part of the vendor or on the part of the school.

2. The school, after completing the form, will return the pink copy and send the other two copies to the Central Receiving, attached to the materials to be returned.
3. Central Receiving will contact the vendor to receive permission to return the items and handle the return of the materials.

Any questions regarding the return of merchandise should be directed to Central Receiving.

RETURN FORM FOR PURCHASE ORDER

DATE _____ SCHOOL _____

VENDOR _____
(contact person for info)

PURCHASE ORDER NUMBER _____

Brief description of problem _____

Replacement _____ Credit _____
(check) (check)

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(For Returns Department)

Date call made _____

Information _____

Called by _____