

RETURN MERCHANDISE TO VENDOR  
FORM AND INSTRUCTIONS  
This form last reviewed/updated: 01-31-2013

Print Form

PO #  Vendor  Phone

Dept.

Dept. Contact  Ext.  Bldg./Rm.

1. Email Financial Services (pharding@uwf.edu) **AND** Procurement and Contracts (the Buyer who processed the Purchase Order) to issue a STOP PAYMENT.

2. Call the vendor and record the date, time and contact person

Date  Time  Contact

**DO NOT ACCEPT A CREDIT MEMO - If the item was ordered incorrectly by UWF or returned after 30 days of receipt, the department will be responsible for paying shipping costs.**

3. If the vendor is sending you a substitute or a different item, get detailed description and price of the new item and send in writing (email) to Procurement.

Price  Part #

Description

4. If the item has been paid for, request the vendor send a refund check directly to you. **DO NOT ACCEPT A CREDIT MEMO.** If a restocking fee is charged, it will be deducted from your refund. Contact Financial Services when you receive the refund check.

5. How much is the refund? \$  Estimated Date of Refund?

6. Receipt Date:

7. Ask the vendor for a Return Authorization Number and write it on the outside of the box (mandatory).

Return Authorization #

8. If the item was defective or shipped in error, ask the vendor to issue a call tag since you are not responsible for paying shipping costs.

9. What is the address to ship the defective/incorrect item back to the vendor?

Address

10. Ask the vendor if the replacement item can be shipped out immediately - prior to receipt of the returned item.

11. If the item has a Property Tag

a. Remove the Tag; and

b. Send the Tag with a copy of this form to the Property Manager in Financial Services, Bldg. 20E.

12. Pack the item for shipping and tape a copy of this completed form to the outside of the box for Central Receiving. **PLEASE REMEMBER TO REMOVE THE PROPERTY TAG.**

13. Keep a copy of this form and send a copy to Procurement Services.