

2.23 Returning Merchandise available at www.uri.edu/purchasing

Periodically it is necessary to return merchandise for credit or exchange. When this happens, a Return Notice should be completed by the requisitioning department.

The Return Notice form is used to advise the University Purchasing Department and the Central Receiving Department that the merchandise received was not as ordered, ordered incorrectly, or received damaged and must be returned to the vendor.

Before the merchandise can be returned, the department must contact the vendor to obtain a return authorization number. This number is to be indicated on the Return Notice form.

In addition to indicating the return authorization number, it is imperative that the vendor name and address, the department name including building and room number, and the purchase order number be included. The individual making the return is required to sign and date the Return Notice on the line designated as Person Making Return.

Three (3) copies of the return notice are to be sent to the University Purchasing Department. The department should make a photocopy for their own records. Purchasing will approve the Return Notice as the Authorized Agent and forward to Central Receiving. Central Receiving will pick up the merchandise being returned from the department and ship to the vendor. It is the department's responsibility to ensure that the merchandise is properly packaged and labeled for return to the vendor. The return authorization number should be noted and clearly visible on the Return Notice Form and on the outside of the package.

(see sample form on page [3-33](#)).