

### **3.16 Instructions for Completing a Return Notice**

Available at [www.uri.edu/purchasing](http://www.uri.edu/purchasing) **Sample**

1. From - Indicate department name, building and room number.
2. Return Authorization Number - Indicate in this area the return authorization number which will be supplied by the vendor authorizing the return of merchandise.
3. Vendor - List the vendor's name and address.
4. Order No. - Enter the state purchase order number, direct purchase order number, or the limited value purchase order-voucher number.
5. Account No. - Enter the department 6 digit account number the purchase was charged to.
6. Date - Enter the date this form is prepared in the department.
7. Quantity - List quantity of items to be returned.
8. Description - Provide full description of returned item(s). State credit or exchange. If exchange, please indicate merchandise being ordered.
9. Price - Fill in the original price from the purchase order.
10. Reason for Return - Describe accurately and completely the reason for your return.
11. Approved - For Purchasing use only.
12. Person Making Return - Signature of person making return.
13. Exchange Section - To be completed by department when an exchange is being effected.
14. Approved - For Purchasing use only.
15. Receiving Clerk - Signature of individual who received the exchange.
16. Please forward three (3) copies to the Purchasing Department for processing and retain one (1) copy for department file.