



UNIVERSITY OF RHODE ISLAND

Purchasing Department
581 Plains Road
Kingston, RI 02881

RETURN NOTICE

(This form is to be used to report the return of merchandise for credit or exchange)

TO: UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT
FROM: J. Peter Morgan
RA#: 71586

Vendor: Northern Tool & Equip. Co.
234 Oaklawn Avenue
Cranston, RI 02904
Order No. R39334
Acct. No. 640109

We have today returned the following merchandise shipped to us on the above order for the reasons stated herein:

Table with 4 columns: Date, Quantity, Full Description, Original Price. Row 1: 1/12/01, 1 ea., Pressure Washer GP3M, \$399.00

Reasons for Return: Duplicate shipment (original received on 12/20/00)

Approved: [Signature]
Authorized Agent

[Signature]
Person making Return

EXCHANGE SECTION

(This Section of Copy No. 2 of form is to be used to report receipt of merchandise in exchange)

We have today received the following merchandise in exchange for the items returned above:

Table with 6 columns: Date, Quantity, Full Description, New Price, Orig. Price, Difference. Row 1: [Signature]

Approved: [Signature]
Authorized Agent

[Signature]
Receiving Clerk

Department Leave Blank

Table with 2 main sections: np. PreAudit and ADJUSTMENT. ADJUSTMENT includes Cash and On Account sections with Date and Vo. fields.