

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Return for Credit Policy

Procedure No.: PP-260

Approved by:

Date: 6/5/96

I. Purpose

To establish the procedure for the return of materials purchased.

II. Scope

This procedure applies University wide.

III. Procedure

The Buyer is to be notified of merchandise received and determined excessive, obviously damaged, non-acceptable, inappropriate or substandard to the intended end-use for which it was purchased. It is the Buyer's responsibility to negotiate and arrange return of the merchandise.

All requests for merchandise to be returned will be made on a standard purchase requisition form. The original purchase order number will be used to identify the transaction. The word "credit" will be written on the top of the purchase requisition to identify the return. It is the responsibility of the individual returning the goods to prepare the purchase requisition.

Depending on circumstances involved, disposition alternatives to be considered include:

1. Vendor furnishes suitable replacement at no charge, or negotiates cost difference to the University and arranges pickup, handling and freight costs.
2. Vendor will re-invoice the University for negotiated price reduction.
3. Scrap.
4. Return to vendor for full credit, less restocking charge and freight.
5. Return to vendor for full credit, freight collect.

All such transactions are to be discussed with the Purchasing Agent prior to commitment.

The Buyer will provide Materials Control personnel with specific instructions concerning the return of such materials.