

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Returnable Material Procedure

Procedure No.: PP-270

Date: 6/5/96

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I. Purpose

To provide a procedure for returning materials to vendor.

II. Scope

This procedure will apply to all returned materials.

III. Responsibility

A. Purchasing Department will approve the return of all items after contact is made with supplier (see Procedure PP-260, Return for Credit Procedure).

B. Inventory Control coordinator will coordinate paper work and shipping.

C. Departments requesting material to be returned will furnish pertinent information regarding original receipt:

1. Vendor name and invoice number
2. Full description
3. Reason for returning material
4. Purchase order number

IV. Procedure

A. Damaged Material

1. Items determined or suspect to damage at time of receipt will be noted on carrier packing slip regarding damaged goods or packages. Notify Inventory Control Coordinator concerning the handling of parts in question:

- a. Determine extent of damage and ask Buyer to contact vendor for remedy.
- b. When credit is to be made, 1) issue copy of original purchase requisition (marked as a credit) and have supplier sign for returned merchandise (see page 3, this procedure), and 2) issue purchase requisition copy of original (marked as debit) for replacement part (see page 4, this procedure).

c. Personal exchange of part when appropriate, omitting additional paper work, is acceptable.

B. Material Not Meeting Need

1. If department determines that they did not correctly specify the material requirements and determines that the equipment should be returned, the following will apply.

a. All negotiations for return shall be made by the Buyer.

b. The Buyer is authorized to pay a reasonable restocking fee (usually less than \$1,500.00)

c. The ordering department shall be responsible for all return costs.

C. Material Received into Inventory:

1. Items (Store Stock) determined to be returnable after they have been processed into inventory and put on the shelf will be processed as follows:

a. Locate purchase order that receipt of material was made against.

b. Have Buyer contact vendor to verify exchange or credit.

c. Issue credit copy of original purchase requisition and return to vendor. Class and code number must accompany change.

d. Issue back order copy to original purchase requisition (see page 4, this procedure) for receiving replacement part. Class and code number and bin location are required.