

# *Policies and Standards*

<i>SECTION:</i> <b>Purchasing</b>	<i>NO.</i> <b>4.5</b>		
<i>CHAPTER:</i> <b>Materials Control</b>	<i>ISSUED:</i> <b>1993</b>	<i>REV. A</i> <b>10/97</b>	<i>REV. B</i> <b>02/07</b>
<i>POLICY:</i> <b>Return Goods</b>	<i>PAGE 1 OF 1</i>		

## **PURPOSE**

To provide guidance for effectively returning goods.

## **SCOPE**

This policy applies to the return of materials for any reason.

## **POLICY**

The department is responsible for the process of returning of any good, ensuring proper procedures are followed with both the supplier and the University. Purchasing will assist the department when the return is for goods exceeding \$500.

## **PROCEDURES**

Depending on the circumstances involved, there are different alternatives and procedures to be considered. The procedures for the most common occurrences are outlined below.

- Central Receiving will assist in the return of materials that were shipped UPS. Departments must contact supplier for call tag and forward products to Central Receiving for pick up by UPS.
- Materials that were delivered directly to the department by inter-city courier should be returned by the same method.
- Materials that were mailed should be taken to the Mail Center for return. Departments are responsible for obtaining the return authorization number from the supplier and ascertaining who will be responsible for the cost of mailing.

## **ADMINISTRATION AND INTERPRETATIONS**

Questions regarding this policy should be directed to the Director of Purchasing.

## **ADMENDMENT/TERMINATION OF THIS POLICY**

The University reserves the right to modify, amend, or terminate this policy at any time.