



REQUEST TO SHIP/RETURN TO VENDOR

Name: _____

Date: _____

Department: _____

FOAPAL: _____

Dollar value of item(s): _____

Fixed Asset Inventory #: _____

Serial #: _____

Model #: _____

Purchase Order #: _____

P-Card (last 4 digits): _____

This is a return: Refund requested Credit requested Neither refund nor credit

This is a repair. This is a shipment other than a return or repair.

Reason for return/shipment: (defective, incorrect item, preview item, repair estimate):

Items being returned/shipped (please include quantity & item description):

Return/shipping address: (PO Box not acceptable)	Ordered From: (Include Co. Name & Address)
_____	_____

Confirmation of Return from Vendor:

Return Authorization #: _____

Date: _____

Company Rep. Name: _____

Phone #: _____

Authorized by:

Signature of Purchasing Officer

Date