



591 Springs Road
Bedford, MA 01730

Return To Vendor

Vendor Name/Address:

Internal Use Only

Date:	Purchase Order:
Vendor Authorization No:	Vendor Contact Person:
How Returned:	Shipping Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect

Quantity Returned	PO Line#	Stock Number	Description	Unit Price	Total Amount

Reason for Return	Action Requested	SUB-TOTAL	
<input type="checkbox"/> Damaged	<input type="checkbox"/> Repair and Return @ No Charge	TAX	
<input type="checkbox"/> Duplicate Item	<input type="checkbox"/> Repair and Bill	Handling/Shipping Charges	
<input type="checkbox"/> Incorrect Item	<input type="checkbox"/> Replace @ No Charge	TOTAL	
<input type="checkbox"/> Repair & Return	<input type="checkbox"/> Issue Full Credit		
<input type="checkbox"/> Issuing Credit – Do not Return	<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Other: _____			

Purchasing Department Use Only

Banner Return Code: _____

PO Lines Corrected Date: _____

Instructions for Returns

Cost Centers returning items to a vendor, for any reason, must do the following:

1. Contact the Vendor Immediately.
2. Complete the Return to Vendor form (internal use only) and email to the Purchasing Department at purchasing@middlesex.mass.edu or fax to 781-280-3533.
3. Attach a copy of the Return to Vendor Form to the item being return for the Receiving Department. Receiving will not return goods without a completed form.
4. A copy of the Return to Vendor Form should be kept in Cost Center file for you records.

Completing the information in a timely manner will ensure appropriate adjustments are made to the Purchase Order by the Purchasing Department so receiving of the replacements can be properly entered.