

Instructions for Merchandise Return Memorandum

This form can be completed by the Receiving Department or the college department to return merchandise.

1. Department returning merchandise completes form except for the field *Return Via* and *Signers*.
2. Submit form to Receiving Department with the merchandise to return if not already in the warehouse.
3. Receiving Department completes Return Via, signs the form and return merchandise to vendor with the original Return Merchandise Memorandum.
4. Receiving Department sends copies of Merchandise Return Memorandum to DO Accounting Operations and Requestor.