

Procedure for Returning Merchandise

To return unwanted or damaged merchandise:

- If item(s) received is damaged, defective or incorrect, contact the vendor to determine what procedure must be taken to return it to the vendor.
- A) * This must be done within **10 days** of receipt of merchandise.

- Complete a Request to Return Ordered Merchandise Form** indicating the reason for return and any special instructions by the vendor.
- B)

*****Note: Please include a detailed list of items to be returned or attach a copy of the invoice highlighting the items to be returned.**

- C) Submit this form, along with the boxed item, to your campus secretary for return.

- Your campus secretary will follow your instructions for returning the item(s) to the vendor and notify the appropriate pickup and delivery service (i.e.. UPS, Fed Ex, etc.).
- D)

- Once arrangements have been made for pickup, your campus secretary will complete the bottom portion of the Request to Return Ordered Merchandise Form and send a copy to the Central Office.
- E)

- F) All required shipping fees will be paid out of your campus activity fun.