



**RETURN OR MISSING ITEMS
DEPARTMENTAL REQUEST FORM**

DATE: _____

TO: PURCHASING DEPARTMENT
956-872-4681 / FAX 956-872-4688

FROM: _____ (NAME)
_____ (DEPARTMENT)
_____ (PHONE)

RE: PURCHASE ORDER NUMBER _____

The merchandise ordered on the purchase order listed above was received on _____

The following problems were noted with this order:

PO Line # _____	Item # _____	Quantity _____	Reason _____ (Choose one from below)
PO Line # _____	Item # _____	Quantity _____	Reason _____ (Choose one from below)
PO Line # _____	Item # _____	Quantity _____	Reason _____ (Choose one from below)
PO Line # _____	Item # _____	Quantity _____	Reason _____ (Choose one from below)
PO Line # _____	Item # _____	Quantity _____	Reason _____ (Choose one from below)

Reasons:

- 1 Item is listed on packing slip but not received
- 2 Item is listed on packing slip but not complete
- 3 Item was shipped incorrectly
- 4 Item is damaged
- 5 Item is missing
- 6 Other (Describe problem below)

***THIS NOTICE AND A COPY OF THE PACKING SLIP MUST BE EMAILED OR FAXED TO THE PURCHASING DEPARTMENT (872-4688) WITHIN 24 HOURS OF RECEIVING ORDER. PLEASE FOLLOW UP WITH ORIGINAL IN CAMPUS MAIL.**

RETURN INSTRUCTIONS:

ITEMS BEING RETURNED MUST BE PLACED IN A RETURN PACKAGE (BOX OR ENVELOPE) WITH THE PURCHASE ORDER NUMBER WRITTEN ON THE OUTSIDE AND KEPT AT DEPARTMENT UNTIL A PICKUP ORDER HAS BEEN ISSUED BY THE PURCHASING DEPARTMENT.