

IDAHO STATE UNIVERSITY

Return Request Form

Complete all information except '*Internal information only...*' and return to Central Receiving Department

Mail Stop 8034 or e-mail received@isu.edu.

Requester Name: _____ Contact Phone/email: _____

Department: _____ Date: _____

Where can the return be picked up? Bldg. _____ Room # _____ How many Boxes: 1

Banner Index Number to be billed for shipping cost (if applicable) : _____	Prepaid <input type="checkbox"/>	Vendor Paid <input type="checkbox"/>
Is there a: Call Tag <input type="checkbox"/>	Pre-Printed Label <input type="checkbox"/>	
Has vendor been contacted: Yes <input type="checkbox"/>	No <input type="checkbox"/>	RMA # _____
Ship to: Vendor _____	***Please email all supporting documents to Central Receiving Department including Return Authorization from vendor.	
Address _____		

Vendor Name: _____	Purchase Order #: _____
***Packing Slip # _____	(Email packing slip if available to Central Receiving Dept.)

PO Line #	QTY	Description	Identify Reason for Return – check each appropriate box and add pertinent comments
			<input type="checkbox"/> Expired <input type="checkbox"/> Recall <input type="checkbox"/> Damaged
			<input type="checkbox"/> Overshipment <input type="checkbox"/> Wrong Item <input type="checkbox"/> Loaner
			<input type="checkbox"/> Credit <input type="checkbox"/> Exchange <input type="checkbox"/> Consignment
			<input type="checkbox"/> Warranty Repair _NO CHARGEBACK
			<input type="checkbox"/> Vendor Error- All Shipping/Handling Due ISU
			<input type="checkbox"/> Other: _____

Equipment Items Only: No return of equipment will be authorized until the ISU property tags are removed and received by Property Control. Please contact Property Control @ 3288/2176 for assistance.

Internal information only for Central Receiving Department:	
ISU Property Tag # _____	Serial Number _____
Central Property Inventory System Approval _____	Date _____
ISU Export Control Approval (Intl' Shipments only)	Export Control Completed <input type="checkbox"/>
Tracking # _____	Banner Return Completed <input type="checkbox"/>
	Banner Rejection Completed <input type="checkbox"/>

Return Request will not be processed without Return Authorization