

# **ECE** REQUEST FOR MATERIAL RETURN

## **Faculty/Staff How To:**

- ◆ Faculty or Staff returning item needs to fill out the Request for Material Return Form completely.
  - Include RMA #
  - Include Current Account # to be charged for Central Receiving Charges incurred for shipping item back.
- ◆ Faculty or Staff must prepare items for return:
  - properly seal each box
  - include RMA# on the outside of the box so that is clearly visible to vendor upon return
  - put address label on each box with the exact address for return, include RMA# on label
- ◆ Bring items to 1020 so Central Receiving can pick them up. If the item is too big to transport to 1020, indicate that MR should be returned to requestor so that requestor can make arrangements for item (s) to be picked up.

## **Business Office How To:**

- ◆ Check form for completeness: RMA# must be present!
- ◆ Assign Reference #
- ◆ Business Manager or Department Head should sign for approval
- ◆ Turn the Request for Material Return Form in to Main Office or return to requestor if items are not being brought back to 1020 for return. (leave departmental pink copy attached so that driver's signature appears on department copy)

## **Main Office How To:**

- ◆ When MR is approved and items are in 1020, call Central Receiving to pick item(s) up.
- ◆ After driver signs MR, remove pink copy and return to Business Manager