

Return For Credit - Items that a school has ordered, but are not needed or ordered in error may be returned to the Central Warehouse on the regular delivery truck for credit. A copy of your original MSR (Material Stock Request) indicating the item(s) you wish to return should accompany the merchandise. The item(s) for return should be placed where you receive your normal Warehouse deliveries.

PLEASE NOTE:

The Warehouse will **only** accept return of goods for credit within 30 days of delivery.

The items returned have a resale value and/or not damaged

The unit of measure should be the same as the warehouse unit of measure

DATED MERCHANDISE - It is advised to purchase no more than a three-month supply of any dated products. Out-dated merchandise **CANNOT** be returned to the Warehouse for credit. Batteries are dated merchandise.

Warehouse processes return for credit in PeopleSoft. This will credit the chart field originally used on the MSR with the dollar amount of the original charge.