

# **Return Authorization Procedure**

## **To Arrange a Return for an Item Purchased**

- Users are responsible for contacting the vendor who originally supplied the commodity to find out their return policy and any necessary Return Merchandise Authorization information
- All items to be returned to a vendor must be done so through the University Storeroom
- Users must contact the KU Storeroom to request any forms they need to be filled out and to arrange a pick up from their campus location
- The item(s) must be clearly marked with all appropriate information: company's name, contact name, address, RMA information, and original PO number

\*\*If you have questions regarding this procedure please call Tim Good, Procurement Agent and Storeroom Supervisor at extension 34139.