

Returns Process

For returns of items issued on your Purchase Order request, please do not return the item to Foundation, please contact the vendor and follow the steps below.

Step 1: Contact the vendor you ordered your supplies from and request an RMA (Return Merchandise Authorization) number.

Step 2: Email your RMA number to Patty Young, Foundation Accounts Payable Specialist, and notify her of your pending return. This is needed to ensure your credit when issued by the vendor is properly allocated.

Pyoung@csudh.edu

Step 3: Pack up your items for return

Step 4: Use the attached Item Pick-Up Form and follow the instructions noted on the bottom:

- a. Complete Form
- b. Email copy to dhernandez@csudh.edu, cc:lservices@csudh.edu
- c. Print Form and tape form to the return box(es)



Logistical Services

1000 E. Victoria Street, POA -055~ Carson, California 90747 ~ 310-243-3792 ~

ITEM PICK-UP FORM

DEPARTMENT: _____ LOCATION: _____

P.O. NUMBER: _____ VENDOR: _____

INVOICE NUMBER: _____ NUMBER OF BOXES: _____

ITEMS RETURNING:

1. _____ QUANTITY: _____

2. _____ QUANTITY: _____

3. _____ QUANTITY: _____

4. _____ QUANTITY: _____

5. _____ QUANTITY: _____

NOTE/REASON FOR RETURN:

BUYER'S SIGNATURE: _____ DATE: _____

DEPARTMENT SIGNATURE: _____ DATE: _____

RETURN SHIPPING CHARGES:

Department: Account _____ Fund _____ Dept. ID _____ Program _____

Vendor: RMA Number: _____ RMA Date: _____

PCLASS (Blanket Order): _____

INSTRUCTIONS:

- 1) Complete Form
- 2) Email copy to dhernandez@csudh.edu, cc: lservices@csudh.edu
- 3) Print form out, and tape form to the return box(es)