

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Facilities
Development

Issue No: 3

Date: 3/11/02

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Reference:

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

6.40 PURCHASING DEPARTMENT

**6.40 PURCHASING OF SUPPLIES,
EQUIPMENT, AND SERVICES**

SECTION 6.40.12 Return of Purchased Items

1. It may be necessary sometimes for merchandise to be returned to the vendor. It is suggested that returns, if necessary, shall be made within 30 days of the original receipt. Beyond this time, special arrangements may need to be made with the vendor, with a possibility that the merchandise will not be accepted by the vendor for return.
2. The following procedure shall be used when returning purchased items to vendors from the various locations:
 - a. Notify the Purchasing Department with the necessary information including Purchase Order or requisition number requesting return of the purchased item. The Purchasing Department will then obtain approval from the vendor for the return of merchandise.
 - b. Keep all packing material with purchased merchandise.
 - c. Leave the item(s) in the originator's possession. Do not send any items prior to receiving authorization from the Purchasing Department.
3. Depending upon the type of commodity, vendor, and/or purchasing conditions, restocking and/or freight charges may have to be paid if the item was improperly specified, or inappropriately ordered.