

<b>Title:</b> <b>RETURN FOR CREDIT</b>		<b>Contents:</b> <b>PP-3210</b>
		<b>Submitted By:</b> <b>Purchasing Division</b>
		<b>Approved By:</b> <b>Purchasing Agent</b>
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**General**

The department shall be responsible to notify the vendor of goods received and determined to be excessive, obviously damaged, unacceptable, inappropriate, or substandard to the intended end-use for which it was purchased. The department may arrange to have the vendor provide goods delivered in satisfactory and acceptable condition or returned for credit.

**Procedure**

The department shall submit a change order notice to the Purchasing Agent for any goods that are returned for credit. Upon approval of the change order, the Purchasing Agent shall take the appropriate action to reduce the purchase order.