



Material Returns

Employee - Section to fill in.

This information is used by the purchasing department to request credits from the suppliers. A copy of this form needs to be taped to the front of the return and put on the shelf under the correct division for pick up from the supplier. When attaching this form it needs to be taped on and face out for easy viewing.

Employee Returning Material: _____
Print Name Here

Division: _____

Drop off Date: _____

Project/Bldg/Cost Code where Material was located: _____

Description of Material: _____

Reason for Material Return: _____

Purchasing Department - Section to fill in.

Purchasing Dept Sign Off and Date: _____

Can material be returned for credit? _____

Circle the description which best applies to the return:

Return for Credit Damaged material Stock Item Being moved to another project:
Project Name: _____

How is material being returned?

Supplier pickup Fedex Employee Misc. _____

Date Material being picked up by manufacturer/supplier: _____

Final Sign off that material has been returned: _____

*This copy needs to be attached to RA Form if returned for credit. If its for a material transfer an additional copy needs to go to the Billing dept for material transfers.