

Business and Operations

SHIPPING

SR 3301.05

Purpose:To ensure proper return by the County Office.

Timeline:

Return Shipments

The following steps must be followed to ensure the proper return to vendors of merchandise purchased by the County Office.

1. The originating department must document the return shipment and arrange for proper credit or replacement. The following steps shall be taken:
 - a. Vendor permission (or Returned Merchant Authorization - RMA) must be obtained prior to returning the shipment.
 - b. Necessary documentation must be supplied to the vendor, Receiving Department and Business Services:
 - i. Purchase order number
 - ii. Item returned
 - iii. Reason for return
2. All return shipments of inventoried items must go through the Shipping Department. The Shipping Department will remove inventory sticker. The department returning the goods will notify Business Services of returns.

Warranty and Equipment Repair Shipping

If an item is shipped for warranty repair AND if there is no guarantee of receiving the same item back:

1. The inventory sticker number is recorded on the [Transfer/Disposal of Physical Inventory Record](#) form.
2. The inventory sticker is removed and given to Maintenance & Operations along with the form.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: