



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
4

PAGE
E2-420.0

SUBJECT

PURCHASING

SUB-TOPIC

RETURN OF NEW EQUIPMENT AND SUPPLIES

New merchandise may be returned to a vendor for a number of reasons including incorrect items received, breakage and/or damage. Upon receipt of an item, the Receiving Office makes only a cursory exterior inspection for obvious shipping damage. The final acceptance or rejection of merchandise is the responsibility of the using department, who upon receipt **must** immediately inspect the interior for damage.

If items do not meet specifications according to the appropriate purchase order, the requisitioner must report any discrepancies to Purchasing (Ext. 2300) immediately. Returns, for any reason, must be cleared through the Purchasing Department including items procured with grant and contract funds. Under no circumstances should a requisitioner make direct contact with a vendor on these matters without the prior approval of Purchasing.

Discrepancies should be reported within fourteen (14) days from the date of receipt by the UTD Receiving Office.

If capital equipment is involved, the Property Administrator (Ext. 2150) as well as Purchasing must be notified by the requisitioner of the intent to return merchandise. Capital equipment is defined as any item which costs \$1,000.00 or more and has an expected life of 18 months or more.