



Return of Goods Form

When goods are to be returned to a supplier for any reason, this form is to be completed.
(This procedure does not apply to the return of books or foodstuffs).

Please forward this completed form to Stores along with the goods to be returned.

Ship To: _____
Name of Supplier

Date: _____

Address

P.O. No: _____

Fill in below, the Purchase Order description of the goods, the price and quantity returned.

Quantity	Description	Unit Price	Total Price

Reason for return: _____

Department: _____ Signature: _____

Department Code: _____