

RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

RETURN OF GOODS

If it is determined that goods received are not satisfactory and must be returned, the person receiving the goods must arrange for the return of the goods.

1. Contact the vendor;
2. Request return shipping authorization and labels from the vendor:
 - a. If the vendor supplies return shipping labels, check the accompanying instructions to determine if the vendor will also pay for pickup. Frequently, the vendor will pay for return shipping but the package must be dropped off at the shipper's location (e.g. FedEx, UPS).
 - i. If the vendor pays for pick-up as well as shipping
 1. Prepare the shipment,
 2. Contact the shipper for pick-up, and
 3. Deliver the package to the building's main office for pick-up.
 - ii. If the vendor does not pay for pick-up,
 1. Prepare the shipment and
 2. If possible, drop the package at the shipper's drop-off location.
 - a. Drop Off Locations can be found via a Google search
 - b. If the vendor will not provide return shipping (and shipping labels), the location/department must pay for the return shipping.
 - i. Contact the shipper to determine the cost to return ship the goods
 - ii. Create a purchase order to pay the shipper for the cost of the shipping
 1. Budget code to be used is determined by the building principal
 2. Preferred Shipper: FedEx
3. Advise Accounts Payable that items will be returned:
 - a. Include the Purchase Order Number and date of return
 - b. Please note that it is critical to advise Accounts Payable that items will be returned to assure that the credit for the returns will be properly applied to your budget.**
 - i. Vendors sometimes misapply or fail to properly issue credit.