

Information

Recording Returns of Duplicate Incorrect or Defective Goods

Number

PUR 28 00

Applicability

This policy applies to University Administrators Faculty and Staff

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger, Chief Procurement Officer - Procurement Services

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History

Original Date: Unknown

Revision Date(s): April 28, 2023

Reviewed Date(s): February 14, 2020; April 28, 2023

Categories

Statement:

Returns to vendors shall be entered into PeopleSoft for any duplicate shipments, or incorrect or defective goods that are delivered to them.

Reasoning:

Assure and document of error in shipment or defective merchandise.

Responsibilities:

Departments are responsible for processing a Return to Vendor in PeopleSoft for any duplicate shipments, or incorrect or defective goods that are delivered to them.