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
Service Complex, University of Louisville
Louisville, KY 40292
502-852-8223
purchase@louisville.edu

History

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

Categories

Reason for Policy:

Assure and document of error in shipment or defective merchandise.

Statement:

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

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.