

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy & Procedure
Non-Stock Vendor Returns

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Effective Date: March 2002

Policy No: MM08

Cross Referenced:

Origin: Materials Management

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Authority: Chief Financial Officer

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PURPOSE

To provide a control of non-stock purchases being returned to the vendor.

POLICY

The ordering department will be responsible for determining if a non-stock purchased item is incorrect.

The ordering department will coordinate and prepare non-stock purchases being returned to the vendor.

PROCEDURE

If it is determined that the items shipped by the vendor are incorrect, the department receiving the items will coordinate the necessary process for return with the vendor. Some vendors require a special return authorization number and will not accept returns without it. It is the Department's responsibility to obtain the Return Authorization.

All necessary paperwork that is required to ship the merchandise back to the vendor is the responsibility of the department. (UPS, Fed-ex, common carrier, as required by the vendor).

Attach all paperwork to the package being shipped.

Packages ready to be shipped back to the vendor will be delivered to the Receiving Department along with the necessary paperwork,

Contact the Materials Management Department for assistance with vendor returns.