



UNIVERSITY of WINNIPEG

RETURN OF GOODS

411 SPENCE STREET, WINNIPEG, MANITOBA, R3B 2E9 PHONE (204) 786-9701, 786-9702

All goods to be returned must be accompanied by a "RETURN OF GOODS" form and must be processed through the Purchasing Department. (PRESS FIRMLY).

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Our Purchase Order # _____ Dated _____

Your Reference: Packing Slip # _____ Invoice # _____

Return Authorization # _____ Return Authorized By: _____

Returned Via: _____

Reason For Return: _____

Ordered: _____

Received: _____

Returned for Replacement _____ Returned for Credit _____ Other _____

Goods Returned By _____ Dept. _____

On Behalf Of _____ Dept. _____ Acct. # _____

Signature of Supplier or Agent on Receipt of Goods _____

Date _____