



**RETURN AUTHORIZATION**

RTG Number (PSTCC number) \_\_\_\_\_

Reason returned (refer to # below):

RMA Number (vendor number) \_\_\_\_\_

#1 - DAMAGE

Vendor Name \_\_\_\_\_

#2 - INCORRECT ITEM

Address \_\_\_\_\_

#3 - PREVIEW COMPLETE

#4 - REPAIR

#5 - DID NOT ORDER

P.O. Number \_\_\_\_\_

#6 - OTHER

**Item(s) returned:**

P.O. Item #	Quantity	Description/Part #	Reason Returned (Cite #)*	Cost

\*For "Other," list reason each item is being returned:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Item(s) will be  Replaced  Repaired  Canceled  Other \_\_\_\_\_

Released to Shipping/Receiving:

Received by Shipping/Receiving:

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

**TO BE COMPLETED BY SHIPPING AND RECEIVING**

Verify items returned to vendor:

\_\_\_\_\_  
Name (S/R) Date Method of Return Weight

MERCHANDISE PICKED UP BY:

\_\_\_\_\_  
Name Date