



North Central State  
COLLEGE

**Damaged Items/Return Shipment Form 17-301a**  
THIS FORM MUST ACCOMPANY ALL RETURNS

**Ship To:** Addressee \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
State/Zip \_\_\_\_\_  
Attention \_\_\_\_\_  
RMA # \_\_\_\_\_

**Shipping Method**     US Mail     UPS     FED-EX

**Item Description**

\_\_\_\_\_

Model \_\_\_\_\_ Serial # \_\_\_\_\_ NC State # \_\_\_\_\_  
Date Received \_\_\_\_\_ P.O. Number \_\_\_\_\_ Item Value Returned \$ \_\_\_\_\_

Return for Repair     Return with PO     Return without PO

**Reason(s) For Return**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Initiated By** \_\_\_\_\_ **Date** \_\_\_\_\_ **Department #** \_\_\_\_\_ **Phone** \_\_\_\_\_

*For Mail Room Only*

Package ID # \_\_\_\_\_ Parcel Weight \_\_\_\_\_ Charges \$ \_\_\_\_\_  
Pick-up Record # \_\_\_\_\_ Pick-up Date \_\_\_\_\_  
Carrier \_\_\_\_\_

**SHIPPING OF PACKAGES**

- All packages must be accompanied by a Return Job Order.
- Packages must be in Mail Room by noon to go out that day.
- Inquiries to trace shipments should be addressed to Mail Room.

**Returns Covered By Purchase Orders**

1. All returns must be accompanied by a completed Return Job Order form.
2. Route all Return Job Order forms to Renee Nussbaum.
3. All packages should be sent to Receiving. Include a copy of the Return Job Order form.
4. If a Return Job Order form is not completed, merchandise and form will be returned to originator for completion.

**Packages - No Purchase Order**

1. A Return Job Order form must be filled out and attached to package. Form will be returned to originator if not filled out.
2. Route to Mail Room for processing - if packaged.
3. Route to Receiving - if packaging is required. Receiving will forward to Mail Room for processing.
4. Include mailing label.

**Repairs**

1. All repairs must be accompanied by a completed a Return Job Order form which includes serial number and/or inventory number and the reason for repair.
2. Route all Return Job Order forms to Renee Nussbaum.
3. All packages should be sent to Receiving. Include a copy of the Return Job Order form.
4. If a Return Job Order form is not completed, merchandise and form will be returned to originator for completion.