Loma Linda Veterans Association for Research

PO Box 1280, Redlands, CA 92373-0421
909.583.6250; 909.801.5190 Fax
purchasing@llvare.org

Returned Items (Debit Memo)

Date _____ **Purchase Order Number** _____

P.I. Name _____ **Requisition Number** _____

LLVARE Project **Invoice Number** _____

Vendor

Purchase Order Details

Catalog Number	Description	Qty	Unit Size	Unit Cost	Amount

Reason for Return

_____

_____

_____

Restocking Charge: **Freight Return Charge:**

Authorizing Statement

By authorizing the above items to be returned I am aware that the items in questions could be subject to Restocking Fees (by the Vendor) and Shipping Charges that will be charged to the LLVARE Project the original items were charged to.

Acknowledged and Authorized By: _____

Date: _____

LLVARE office use only:	
Purchasing:	Mileage Verified:
AP:	
Scanned:	Approved: