

## **Instructions for completing the online OF-80 form**

The OF80 form is the vehicle used by CCSU to initiate and request a return of goods. Just as important, it acts as a “paper trail” for responsibility for those goods once they leave the department. These instructions follow the boxes on the form “across and down”, starting in the upper right hand corner.

- 1) OF-80 number (upper right corner) will be assigned by the Purchasing Department once it receives the submitted form.
- 2) Vendor name and address should be completed as much as possible.
- 3) The department should obtain a Return Authorization Number from the vendor. “Return Authorized By” is the name of the vendor’s representative who approved the return and/or issued the Return Authorization Number.
- 4) The PO # box should be completed as much as possible, including name and extension number for a contact in the department requesting the return.
- 5) The Ship To address is often different than the vendor addresses for POs. Please verify that we will be returning the merchandise to the correct address.
- 6) In this box please indicate whether the vendor will pick up the merchandise from the Receiving Room or if a particular shipping company or carrier is preferred by the vendor. If the return is due to an error on the part of the vendor (wrong item, duplicate shipment, defect, etc.) then the vendor should be responsible for either picking the item up or paying for its return. If the vendor offers an account number for their preferred carrier (i.e. FedEx), please note that in the body of the document (space provided). If no shipper is preferred, Receiving will use UPS. Also, insurance information should be indicated here. Insurance is strongly recommended for shipments valued at over \$1000. UPS insures the first \$100 of value of each shipment. Additional insurance charges are \$0.35 per each additional \$100, so a \$1000 item would cost \$3.15 to insure.
- 7) Note to Vendor is information for the vendor on how to address a shipment of a repaired item or a replacement item back to CCSU.
- 8) In the next box, indicate the reason for the return. Reason can be expanded or explained in the body of the document. Note that in the case of returns for repair estimates, it is the department’s responsibility to provide a payment method with either a department p-card or a purchase requisition made out to the vendor. Requisition should cross-reference the related OF80 number. Estimated or “not to exceed” dollar value reqs are acceptable.
- 9) In the last box, indicate the building/room number where receiving personnel can pick up the returning merchandise, or, to expedite the return, indicate that the department will arrange to bring the merchandise to the Receiving Room, East Hall. Note that an OF80 form must be filled out before Receiving will accept any dropped off merchandise.
- 10) The body of the document should be used to describe the item(s) being returned and to expand on the reason for the return (if applicable). Please remember that if the item being returned has a CCSU Inventory code on it, that code must be indicated in this section so Inventory Control can track the item and update their records. Any other pertinent information should be included here.

Once the form is completed, please forward to the Purchasing Department. We will verify that the form is complete and fill in the blanks. We will then distribute copies to Receiving, Accounts Payable, and the department. If an inquiry needs to be made regarding status of the return (or replacement), please refer to the related OF80 number.

