

Boise Cascade Merchandise Return Policy & Procedure

In order to reconcile merchandise returns and credits to departments, Accounts Payable is asking all departments to complete the Boise Cascade Return Form located in the University Forms section of this manual. You will need to keep one copy at all times to use as your master. Please complete and sign the form. This completed form will be delivered to Accounting by the Boise driver, and will be used to assist you in tracking credits for items returned.

All returns must be in a carton. Please be sure that the original packing slip is inside your carton upon return.

Any questions please contact Monica Shackelton in Accounting 278-6680.

Patricia Work
Accounts Payable Manager