
Procedure for Department Outbound Equipment and Package Shipments

There are times when CSN departments find themselves having to ship outbound packages to off-campus contacts for college related business or to return purchased items to suppliers (i.e., double shipments, repairs, replacements, preview materials, incorrect items, etc.). To help ensure desired and correct handling and/or to avoid having to pay for an item that you do not keep, your department must take appropriate steps. These steps include coordinating with Delivery Services and showing that your outbound package or returned shipment is sent by the best method and at the most economical rate. Any open invoices, in which a supplier can show proof of delivery, place the burden on the receiving individual and/or department to pay charges on those items.

The ability to track outbound shipments for campus related business or for any returned merchandise back to the supplier requires cooperation of all concerned. To protect CSN, your department, and yourself, a formal shipping procedure is detailed below.

The **Shipping Authorization Form** (found at the **Delivery Services webpage**) must be completed for any outbound equipment shipment or return of goods to a supplier. This authorization is the source document establishing a paper trail regarding your shipment and/or return. This form details the department that is creating the shipment or returning the item(s). Required details also include: the number of boxes/packages, description of contents, estimated cost of the items if known, the Department's Program Account number, a Return Merchandise Authorization (RMA) code (if applicable), and the Purchase Order or PCard (PCV) transaction number to reference.

For Outbound Equipment Shipments and Return Merchandise Authorization (RMA) Shipment

1. To complete the Shipping Authorization Form for returning shipped goods, contact must first be made with the supplier, or the supplier representative you have been working with, to arrange for the return and to obtain detailed information and instructions. On the Shipping Authorization Form you must list the supplier, the representative's name, phone number, email, and Returned Merchandise Authorization (RMA) number (if one is provided), along with the address to which you are directing the return of the items. If the supplier is going to issue a "Call Tag" (i.e., the supplier arranges for the pickup and pays for the shipping) ensure the check box for Supplier Issued Call Tag is checked. Complete all other fields on the form.
2. Attach a copy of the Shipping Authorization Form to the outside of the package and keep a copy for your records. **A copy of any packing slip/invoice should also be included inside your package.** This will help to ensure proper credit for your return. (**NOTE:** Indicate on the packing slip/invoice you provide which item(s) are being returned)
3. Notify CSN Receiving (North Las Vegas – 702.651.4239, Charleston/ALC Sites – 702.651.5766, Henderson – 702-651-3531) when item(s) are ready to pick up from your department. A representative from your department may also bring the package(s) to either the NLV or WC Receiving Dock.
4. **Payment for Shipping (NO CALL TAG ISSUED):** If the cost of the shipping is to be charged to the College, Delivery Services can inform you of those charges. If the cost is more than the allotted \$25.00 per month via Federal Express or more than the allotted \$50.00 per day for USPS postage, Delivery Services will issue a Journal through Workday for reimbursement.