

**Dietrich School Scientific Stockroom (DSS)
Return Request Form**

Last Revised 4/15/2015

All information can be found on your Picking and Packing Instructions document that came with your order

Name _____	Date _____
PantherBuy PO# _____	PO Line # _____
Stockroom Part Number _____	
Part Description _____	
Quantity Ordered _____	
Quantity Received _____	
Quantity Returning _____	

Please indicate one of the following reasons for your return:

1. Incorrect Item Received _____
Actual Item (Part Number) Received _____

2. Incorrect Item Ordered _____
Is it because of the brand received? _____

3. Other _____
Other Reason _____

Once you complete all of the above information, please send to stockroom@pitt.edu. Someone will contact you regarding the status of your return shortly and provide additional instructions.

Please do not return your item until your request has been approved. Items returned without the proper return authorization paperwork will not be accepted by the Stockroom personnel.