CENTRAL SERVICES PROCEDURE—ACCOUNTS PAYABLE

REBATES ON MERCHANDISE PICKED UP OR DELIVERED DIRECT

**Purpose:** To outline procedures for obtaining rebates on merchandise picked up or delivered direct.

**Procedures:**

After merchandise is picked up or delivered direct, the rebate form and the UPC label(s) should be removed from the box and sent to Accounts Payable with the PO number referenced along with the packing slip. *(Note: Often, rebates have deadlines. So please be sure to forward documents in a timely manner.)*

Accounts Payable will:

1. complete the rebate form, attach the UPC label along with a copy of the invoice, and mail to the proper address,

2. keep copies of all of these items attached to their copy of the PO, and

3. prepare a Refund Sheet for Accounting so that when the rebate is received, the proper account will receive credit.

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<th>Effective Date: 10/2005</th>
<th>Reviewed: 05/2009</th>
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| Questions: | Dawn Delaire, Accounts Payable Supervisor (X6520) |