

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 P O, 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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