

UNCP Bookstore

Return Merchandise Authorization

Request

This form must be completed before any textbooks bought online can be returned to the UNCP Bookstore. All sections of this form must be completed in order to process your Return Merchandise Authorization Request.

This form needs to be filled out and returned to Keats Ellis, Information Systems Specialist, UNCP Bookstore by emailing bookstore@uncp.edu or keats.ellis@uncp.edu, Phone

First Name: Last Name:

Receipt Number: Date or Receipt: i.e. 05/01/03

Reason for Returning: _____ Drop/Add Course **Must have copy of Drop/Add Slip**
_____ Withdrawl **Must have copy of Withdrawal Form**
_____ Wrong Book
_____ Do Not Need Book

Book Returning:

i.e. DAV0001N ***This inventory number is located on your sales receipt***

Once your RMA request has been submitted to the UNCP Bookstore, it will be processed. You will receive notice by phone and/or email of your RMA number. It must also be on your shipping address in the following format.

This number must be present on the outside of the box of the book that you are returning

SHIPPING ADDRESS:

UNCP Bookstore
ATTN: RMA #
Returns Dept.
One University Drive
Pembroke, NC 28372

