



# Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 885  
VERSION: 1

## **SUBJECT: Return of Drug to Vendor**

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### **PROCEDURE:**

Whenever a drug, for some reason, necessitates its return to the vendor (distributor or manufacturer), the following procedures should be observed:

1. The wholesaler's computer system will be used to generate a return authorization.
2. The wholesaler will pick up the merchandise to be returned the following weekday.
3. The wholesaler will authorize credit for the High Desert Regional Health Center Pharmacy.
4. Credit memos will be filed with the invoices.

Approved By: Not Assigned	
Date: 06/10/2014	Original Date: 07/01/2003
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Supersedes:	