



Credit for AggieMart Catalog Purchase

ROUTING
Aggie Service Center
MSC ASC
asc@nmsu.edu

Instructions: 1) Requests must be made within 30 days of credit being issued from vendor. 2) Copy of credit and original receipt must accompany request.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Department: _____ Phone: _____

Requestor: _____ E-mail Address: _____

SECTION 2: REQUEST DETAILS

Vendor: _____ Name of person who placed original order: _____

Original Transaction Date (mm/dd/yyyy): _____ Original Index used for purchase: _____

Return/Credit Transaction Date (mm/dd/yyyy): _____ Return/Credit Transaction Amount: _____

SECTION 3: AGGIE SERVICE CENTER APPROVAL/PROCESSING

Ghost Card recon

JV (Document Number: _____)

Processed by:

Printed Name: _____ Date: _____