

# DEBIT MEMO

Purchase Return

<b>Debit Memo No.</b>		<b>Date</b>	
<b>Original Invoice No.</b>		<b>Original Invoice Date</b>	
<b>Purchase Order No.</b>		<b>Vendor Account No.</b>	

**DEBITED TO (SUPPLIER)**

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**ISSUED BY (BUYER)**

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**Reason for Return / Debit:**

#	ITEM CODE	DESCRIPTION	QTY RETURNED	UNIT PRICE	TOTAL AMOUNT

<b>Subtotal</b>	
<b>Tax / VAT</b>	
<b>Other Adjustment</b>	
<b>Total Debit</b>	

PREPARED BY \_\_\_\_\_

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AUTHORIZED APPROVAL