



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

RECEIVING & SHIPPING

Section: 524-3 EXHIBIT A

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EXHIBIT A

UCSD SHIPPING MEMO

SHIPPING MEMO UNIVERSITY OF CALIFORNIA, SAN DIEGO 9555 Production Ave. San Diego, CA 92121 (619) 536-3248		SM REQUEST # 200616 DATE _____ INDEX # _____
Ship To: _____ Attention: _____ PH () _____ Reason for shipment: _____	Ship Via: _____ Air <input type="checkbox"/> Urgent <input type="checkbox"/> Truck <input type="checkbox"/> Prepaid <input type="checkbox"/> UPS <input type="checkbox"/> Collect <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Routine <input type="checkbox"/> Ocean <input type="checkbox"/> Vendor Pickup <input type="checkbox"/>	
TO RETURN DAMAGED OR INCORRECT MERCHANDISE:		Required delivery date: _____ Amount of insurance required: _____
PURCHASE ORDER NO. [_____] P.O. ITEM NO. _____	CHECK ONE <input type="checkbox"/> RETURNED FOR REPLACEMENT <input type="checkbox"/> RETURNED FOR CREDIT <input type="checkbox"/> OTHER _____ (PLEASE EXPLAIN)	
QUANTITY SHIPPED (Cartons, Boxes, Etc.)	DESCRIPTION OF CONTENTS DRY ICE <input type="checkbox"/> _____ LBS	ITEM VALUE
VENDOR RETURN GOODS NUMBER _____		
CHECK ONE: <input type="checkbox"/> University property being shipped on official business. <input type="checkbox"/> Government property being shipped on official business. <input type="checkbox"/> Personal property being shipped on official business. (If checked, explain briefly on the reverse side.)		SHIPMENT AUTHORIZED BY (PRINT NAME AND SIGN) _____ Title No. () _____ Mail Code: _____
BELOW TO BE COMPLETED BY SHIPPING. The right is reserved to examine all outgoing and incoming shipments on which the University of California, San Diego, has paid or will be billed for the freight charges.		
Shipped Via: _____ Bill No. _____ Date _____		SHIPPING DIVISION _____ ACCOUNTING
<small>PO 2088 (REV. 8/92)</small>		