



# UC San Diego

## Policy & Procedure Manual

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### RECEIVING & SHIPPING

Section: 524-4 Exhibit A

Effective: 12/01/1992

Supersedes: 04/05/1979

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### EXHIBIT A

### UCSD SHIPPING MEMO

<b>SHIPPING MEMO</b> <b>UNIVERSITY OF CALIFORNIA, SAN DIEGO</b> 9655 Production Ave. San Diego, CA 92121 (619) 536-3248		SM REQUEST # <b>200620</b> DATE _____ INDEX # _____
<b>Ship To:</b> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<b>Ship Via:</b> 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"/>	
<b>Attention:</b> PH ( ) _____ <b>Reason for shipment:</b> _____	<b>Required delivery date:</b> _____ <b>Amount of insurance required:</b> _____	
<b>TO RETURN DAMAGED OR INCORRECT MERCHANDISE:</b>		
<b>PURCHASE ORDER NO.</b> [ _____ ]  <b>P.O. ITEM NO.</b> _____	<b>CHECK ONE</b> <input type="checkbox"/> RETURNED FOR REPLACEMENT <input type="checkbox"/> RETURNED FOR CREDIT <input type="checkbox"/> OTHER _____ (PLEASE EXPLAIN)	
<b>QUANTITY SHIPPED</b> (Cartons, Boxes, Etc.)	<b>DESCRIPTION OF CONTENTS</b> DRY ICE <input type="checkbox"/> _____ LBS	<b>ITEM VALUE</b>
<b>VENDOR RETURN GOODS NUMBER</b> _____		
<b>CHECK ONE:</b> <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.)		<b>SHIPMENT AUTHORIZED BY</b> (PRINT NAME AND SIGN) _____ <b>Title No.</b> ( ) _____ <b>Mail Code:</b> _____
<b>BELOW TO BE COMPLETED BY SHIPPING.</b> 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.		
<b>Shipped Via:</b> _____ <b>Bill No.</b> _____ <b>Date</b> _____		
PO 2088 (REV. 6/92)	<b>ACCOUNTING</b>	<b>SHIPPING DIVISION</b>