EXHIBIT A

UCSD SHIPPING MEMO

UNIVERSITY OF CALIFORNIA, SAN DIEGO
8555 Production Ave.
San Diego, CA 92121
(619) 536-3248

Ship To:

Attention: PH ( ) _____ _____

Reason for shipment:

Ship Via:
- Air
- Truck
- UPS
- U.S. Mail
- Ocean

Required delivery date:

Amount of insurance required:

TO RETURN DAMAGED OR INCORRECT MERCHANDISE:

PURCHASE ORDER NO [ _____ _____ _____ _____ _____ ]

P.O. ITEM NO. [ _____ _____ _____ _____ _____ ]

QUANTITY SHIPPED (Cartons, Boxes, etc.) [ _____ _____ _____ _____ _____ ]

DESCRIPTION OF CONTENTS [ _____ _____ _____ _____ _____ ]

ITEM VALUE [ _____ _____ _____ _____ _____ ]

VENDOR RETURN GOODS NUMBER [ _____ _____ _____ _____ _____ ]

CHECK ONE:
- University property being shipped on official business.
- Government property being shipped on official business.
- Personal property being shipped on official business.

SHIPMENT AUTHORIZED BY [ _____ _____ _____ _____ _____ ]

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