



# UC San Diego

## Policy & Procedure Manual

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### RECEIVING & SHIPPING

Section: 524-6 EXHIBIT A

Effective: 12/01/1992

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### EXHIBIT A

### UCSD SHIPPING MEMO

<b>SHIPPING MEMO</b> UNIVERSITY OF CALIFORNIA, SAN DIEGO 9555 Production Ave. San Diego, CA 92121 (619) 536-3248		SM REQUEST # <b>200615</b> DATE _____ INDEX # _____
Ship To: _____  Attention: PH ( ) _____ Reason for shipment: _____ TO RETURN DAMAGED OR INCORRECT MERCHANDISE: PURCHASE ORDER NO. [ _____ ] PO ITEM NO. _____	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"/>  Required delivery date: _____  Amount of insurance required: _____ CHECK ONE <input type="checkbox"/> RETURNED FOR REPLACEMENT <input type="checkbox"/> RETURNED FOR CREDIT <input type="checkbox"/> OTHER _____ PLEASE EXPLAIN	
QUANTITY SHIPPED <small>(Cartons, Boxes, Etc.)</small>	DESCRIPTION OF CONTENTS <small>DRY ICE <input type="checkbox"/> _____ LBS</small>	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. <small>(If checked, explain briefly on the reverse side.)</small>		
SHIPMENT AUTHORIZED BY <small>(PRINT NAME AND SIGN)</small> Title No. ( ) _____ Mail Code: _____		
BELOW TO BE COMPLETED BY SHIPPING. <small>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.</small> Shipped Via: _____ Bill No. _____ Date _____		
PG 3088 (REV. 6/92)	SHIPPING DIVISION  ACCOUNTING	