EXHIBIT A

UCSD SHIPPING MEMO

SHIPPING MEMO
UNIVERSITY OF CALIFORNIA, SAN DIEGO
8555 Production Ave.
San Diego, CA 92121
(619) 534-3248

Ship To: ____________________________

Ship Via: ____________________________
Air □ Urgent □
Truck □ Prepaid □
UPS □ Collect □
U.S. Mail □ Routine □
Ocean □ Vendor Pickup □

Attention: PH ( ) ________-______-

Reason for shipment: ____________________________

TO RETURN DAMAGED OR INCORRECT MERCHANDISE:
Purchase Order No. [ ] ________-______-
PO. Item No. [ ] ________-______-

Amount of insurance required: ____________________________

Required delivery date: ____________________________

CHECK ONE
☐ RETURNED FOR REPAIR
☐ RETURNED FOR CREDIT
☐ OTHER

QUANTITY SHIPPED_ (Cartons, Books, etc.) DESCRIPTION OF CONTENTS
DRY ICE □ Lab □

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.

(If checked, explain briefly on the reverse side.)

SHIPMENT AUTHORIZED BY
(Print name and sign)

Tel 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 ____________________________

ACCR 2005 (Rev 7/98)

ACCOUNTING

SHIPPING DIVISION