RECEIVING & SHIPPING
Section: 524-4 Exhibit A
Effective: 12/01/1992
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Issuing Office: Material Support Services

EXHIBIT A

UCSD SHIPPING MEMO

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

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

Attention: PH ( ) ___________ ___________

Reason for shipment ___________ ___________

Amount of insurance required ___________ ___________

TO RETURN DAMAGED OR INCORRECT MERCHANDISE:

CHECK ONE

□ RETURNED FOR REPLACEMENT
□ RETURNED FOR CREDIT
□ OTHER ___________

PURCHASE ORDER NO. ___________

RO. ITEM NO. ___________

QUANTITY SHIPPED ___________

(Carrier, Box, etc.)

DESCRIPTION OF CONTENTS

SM REQUEST # 200620

DATE ___________

INDEX # ___________

REQUIRED DELIVERY DATE: ___________

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

(PRINT NAME AND SIGN)

Date: ___________

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 ___________

PO 2006 (REV 9/89)

ACCOUNTING

SHIPPING DIVISION