SHIPPING MEMO
UNIVERSITY OF CALIFORNIA, SAN DIEGO
7835 Trade St. #100
San Diego, CA 92121
(858) 536-3225

Ship To: ____________________________

Ship Via: ____________________________

Air □ Urgent □
Truck □ Prepaid □
UPS □ Collect □
Rush □ Vendor Pickup □

Required delivery date: ____________________________

Attention: ____________________________

Reason for shipment ____________________________

Does this shipment contain HAZARDOUS MATERIAL? Yes □ No □
(Please see PPM 524-4 for a list of examples of hazardous items.)

CHECK ONE
□ RETURNED FOR REPLACEMENT

□ RETURNED FOR CREDIT

□ OTHER ____________________________ (PLEASE EXPLAIN)

TO RETURN DAMAGED OR INCORRECT MERCHANDISE:

PURCHASE ORDER NO. ____________________________

VENDOR RETURN GOODS NUMBER ____________________________

QUANTITY SHIPPED (Cartons, Boxes, Etc.) ____________________________

DESCRIPTION OF CONTENTS ____________________________

DRY ICE □ _______ LBS

ITEM VALUE ____________________________

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)

Tele. 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.

Packing Charges $ ____________________________

Shipped Via: ____________________________

Bill No. ____________________________

Date ____________________________

SHIPPING DIVISION ____________________________

ACCOUNTING ____________________________