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# **Central Receiving & Shipping**

## **Policies and Procedures**

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# INTRODUCTION

## Business Services

Business Services provides centralized procurement and communication services to the University of Alabama in Huntsville (UAH) Community and is organized within the Finance and Administration Division of the University of Alabama in Huntsville. Procurement and communication services must conform to Federal, State, and University purchasing codes, statutes, and policies. As the primary University interface for campus departments and hundreds of businesses, Business Services is especially responsible for projecting a positive and professional image for the University.

Business Services comprises Procurement Services/Procurement Card, **Central Receiving & Shipping**, Asset Management, Mail Services, Telecommunication Services, and the UAH Copy Center. Business Services strives to provide quality service with the highest possible degree of proficiency. We welcome any comments or suggestions to improve customer service. Staff members are available to conduct training workshops to assist departments with understanding these policies and procedures.

## Policies and Procedures Manual

The purpose of this manual is to help the University Community better understand the laws and guidelines by which Business Services must operate. These policies and procedures are subject to change in our rapidly evolving environment (e.g., computer systems, software, administrative procedures, and state laws). Therefore, we may need to update and revise portions of the manual from time to time.

The Policies and Procedures Manual incorporates Alabama State laws, University regulations, and good business practices. This manual also incorporates special requirements imposed by agencies that fund certain University programs.

The policies and procedures contained herein should be used under normal operating circumstances. Exceptions are allowed when, in the opinion of the Associate Vice President of Finance & Business Services and/or the Senior Vice President for Finance and Administration, they appear to be in the best interest of the University. Exceptions must be properly justified and documented.

This manual has been designed to address most situations; however, it cannot cover all eventualities. It has been approved by the Associate Vice President of Finance & Business Services and the Senior Vice President for Finance and Administration. Please contact Business Services if you have questions or suggestions for improving this manual.

*\*\*\* Exceptions to normal procedures may also be authorized at the discretion of the Director of Procurement & Business Services on an as needed basis. \*\*\**

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## I. GENERAL

### I.1. Objective

The primary responsibility of Central Receiving is to receive, distribute, and ship material for the University of Alabama in Huntsville (UAH) Community. As a clearinghouse for merchandise acquired by Procurement Services, Central Receiving ensures merchandise delivery that is as quick and damage-free as possible. Central Receiving also processes outgoing shipments in the most expedient and cost effective manner.

Central Receiving performs the following functions:

- Receives all parcels and packages shipped to the University
- Delivers (daily) parcels and packages to respective individuals and departments
- Packages and processes all outgoing shipments
- Provides temporary storage
- Furnishes industrial gases and alcohol products under strict controls
- Organizes auctions/surplus property sales
- Picks up surplus equipment – departments request this service by submitting a Surplus Pickup Request Form. This form is available from the Business Services website (<http://www.uah.edu/business-services/faculty-staff/central-receiving/forms>).

Central Receiving staff may be contacted at 256-824-6315 or by email at [crb@uah.edu](mailto:crb@uah.edu).

### I.2. Policy

Central Receiving's responsibility for merchandise delivered to the University begins on receipt of the merchandise and ends on acceptance by the requisitioning department. Central Receiving delivers merchandise directly to the requisitioning department.

To complete delivery, all items bought on a Purchase Order must be signed for by an authorized individual in the requisitioning department. All documentation (e.g., packing lists, invoices) that came with the package will be sent to the department.

### **I.3. Authority**

Central Receiving has authority to receive and ship goods for the University Community.

## **II. RECEIVING PROCEDURES**

### **II.1. Receipt of Deliveries**

Central Receiving's personnel must physically inspect each item bought on a Purchase Order to ensure correctness of the item and to check for possible damage. If a Purchase Order is not referenced on the shipping documentation of a package, the Receiving personnel will attach a notice on the package that will request the department to submit a completed (or partial) Memorandum Receiving Report (MRR) to Accounts Payable once they are satisfied that all of the order has been received in the department. This information is entered into the receiving portion of the purchasing database. This database is a component of the University's current purchasing and procurement software module. Accounts Payable will process for payment the invoices they have received after reviewing the merchandise receipt information.

In cases where items are delivered directly to the department and are not processed by Central Receiving, the department receiving the items must prepare a *Memorandum Receiving Report* (MRR) and submit it to Accounts Payable to verify receipt of the item. See Section II.3, "Memorandum Receiving Report," for more information. If an item requires tagging (e.g., an item of capital equipment), an MRR should be submitted to Central Receiving. For more information on capital equipment, see *Asset Management Policies and Procedures* section of this Manual.

### **II.2. Damaged Items**

#### ***EXTERNAL DAMAGES***

Goods that arrive with apparent packaging damage are thoroughly inspected. A full description of the damage is noted on the Bill of Lading and initialed by the carrier's representative (driver) and the Central Receiving staff member accepting the shipment. If the department chooses not to accept delivery due to the damage, the Procurement Officer will contact the shipper and/or vendor concerning replacement or repair of the damaged item. It is the department's responsibility to make sure that all information required to have the package returned to the vendor is provided to Central Receiving personnel (e.g., an RMA#, vendor's shipping information and shipper account number if the

vendor is responsible for the return, or the department's University account# for shipping charges if the department is responsible for shipping the package back to the vendor). No package will be picked up from a department by Central Receiving without the necessary information to ensure the package is returned to a vendor.

### ***INTERNAL DAMAGES***

Detection of internal damage is the responsibility of the department and must be reported to the Procurement Officer within five (5) days after delivery. Central Receiving will file the damage claim with the carrier for replacement merchandise when required. Procurement Services will coordinate the return with Central Receiving. Central Receiving will pick up the damaged merchandise from the department. To process a claim, the damaged item must be in its original container.

It is the department's responsibility to make sure that all information required to have the package returned to the vendor is provided to Central Receiving personnel (e.g., an RMA#, vendor's shipping information and shipper account number if the vendor is responsible for the return, or the department's University account# for shipping charges if the department is responsible for shipping the package back to the vendor). No package will be picked up from a department by Central Receiving without the necessary information to ensure the package is returned to a vendor.

## **II.3. Memorandum Receiving Report**

### ***PROCEDURE***

The MRR (Figure CR-1) verifies the receipt of merchandise and the status of a shipment, whether partial or complete. Departments must prepare MRRs when receiving:

- Equipment or items delivered directly to the department and not processed by Central Receiving
- Packages purchased with a Purchase Order but not having the Purchase Order number on the outside shipping label
- Radioactive materials
- Merchandise picked up by the department
- Merchandise purchased on a "No Receipt Required" Purchase Order

### ***COMPLETING THE FORM***

MRR forms are available on the Business Services' website (<http://www.uah.edu/business-services/faculty-staff/central-receiving/forms>).

Return completed MRRs to Accounts Payable (Shelbie King Hall, Room 241), unless otherwise instructed. **Be sure to attach packing slip, invoice, and/or other supporting documentation.** Instructions for completing the MRR are as follows:

1. Date — Enter the date on which the MRR is initiated.
2. Purchase Order No. — Enter the Purchase Order number.
3. Issued To — Enter the vendor's name.
4. Partially filled... or completed — Check the appropriate box indicating the status of the order.
5. Item/Quantity/ ... / Total — If the MRR is for a partial order, list the items received, quantity, and cost information. If the MRR is for a complete order, skip this section.
6. Approved by — The individual completing the form should sign here.
7. Title — Enter the title of the individual whose signature appears above.
8. Division — Enter the name of the division.
9. Department — Enter the name of the department.

#### **II.4. Undeliverable Items**

Packages received with an incorrect or insufficient address are undeliverable. The Procurement Officer will try to locate the owner or obtain a return authorization from the vendor.

#### **II.5 Wrong Shipment**

Shipment discrepancies (e.g., shortages, wrong items) are reported to the Procurement Officer who will contact the vendor to correct the problem.

#### **II.6. Merchandise Requiring Assembly / Large Shipments**

Whenever merchandise arrives that requires assembly, special handling, or installation, the department is contacted for the necessary arrangements to complete the delivery process.

Large shipments may require the assistance of Facilities and Operations to complete delivery. Departments requiring the services of Facilities and Operations should complete a *Move Request Form*, available from the Facilities website under “Forms” (<http://www.uah.edu/facilities-and-operations/facilities/forms>). Click on “Move Request Form.” Complete and submit this form directly to Facilities and Operations.

## **II.7. Personal Orders**

Central Receiving is not responsible for loss or damage to personal packages addressed and delivered to the University. To avoid potential loss and to reduce issues involving liability, security, and safety at Central Receiving – It is strongly recommended that you have personal packages shipped to your home address.

To note, all packages received at Central Receiving are subject to inspection and personal packages may be opened. Personal packages will not receive any priority in delivery as that is reserved for University business.

## **II.8. Express Packages**

### ***PRIORITY ONE***

All Priority One (Overnight) express packages received by 10:30 a.m. are hand-delivered to the appropriate departments before noon.

### ***STANDARD***

Standard express packages will be delivered to the appropriate departments after 1:00 p.m. Departments may pick up items at Central Receiving if they desire, but they should notify Central Receiving before 12:30 p.m. to ensure packages are not loaded for afternoon delivery.

## **II.9. Radioactive Materials**

All radioactive materials are immediately reported and then transferred to the Environmental Health and Safety (EHS) department. EHS will check the item and deliver it to the requisitioning department, where an authorized individual must sign for it. The requisitioning department must then submit an MRR to Central Receiving to verify the shipment status, whether partial or complete (see Section II.3, “Memorandum Receiving Report”).

## **II.10. Laboratory Alcohol and Industrial Gases**

### ***LABORATORY ALCOHOL***



UAH is licensed to provide tax-free laboratory alcohol, available for immediate delivery on request. To request laboratory alcohol, submit a *Gas Cylinder/Laboratory Alcohol Request Form* (Figure CR-2) to Central Receiving, Material Control Section. This form is available from the Business Services website (<http://www.uah.edu/business-services/faculty-staff/central-receiving/forms>).

### **INDUSTRIAL GASES**

**Requests:** All containerized industrial gas cylinders are to be ordered through Central Receiving (unless special pre-approval has been granted by Procurement Services), submit a *Gas Cylinder/Laboratory Alcohol Request Form* (Figure CR-2) to Central Receiving. All gas orders must be in writing; telephone orders are not sufficient. Industrial gases are purchased on Blanket Purchase Orders previously established for Central Receiving. The purchase is then charged back to the department's account via budget transfer. Please allow three working days for delivery.

All containerized industrial gas cylinder transactions, including acquisitions, storage, and turn-ins require recipient's signature.

**Returns:** To avoid payment of unnecessary rental charges/fees, report empty or unused cylinders to Central Receiving. This office will coordinate the return of the cylinder to the vendor. Use the bottom of the *Gas Cylinder/Laboratory Alcohol Request Form* (Figure CR-2) to authorize the return of empty or unused cylinders to the vendor. Enter the ID or serial number of the cylinder(s) and their pick-up location and sign the form. To receive a copy of the form, include your fax number. The new delivery date, vendor's signature, and pick-up date of the old cylinders will be recorded on your copy.

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*NOTE: It is the responsibility of the requesting department to notify Central Receiving for the return of unused/empty cylinders to the vendor. Also, immediately notify Central Receiving of any account discrepancies related to cylinder rental charges.*

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After receiving the form, Central Receiving will schedule the vendor to pick up the cylinder(s) as soon as possible.

**Account Number Changes:** To change a departmental account number used to bill containerized gas cylinder acquisitions and rental charges/fees, complete a *Gas Cylinder Account Change Form* (Figure CR-3) available from Central Receiving or from the Business Services website

(<http://www.uah.edu/business-services/faculty-staff/central-receiving/forms>).

This form must be signed by the Budget Unit Head.

Central Receiving will initiate completion of this form following the expiration of an existing account or when an existing account is changed for other administrative reasons. This form must be completed within five calendar days.

### III. SHIPPING PROCEDURES

#### III.1. Shipments

Central Receiving provides a complete shipping facility capable of handling most sizes of packages or freight items. All shipments must be charged to a departmental account number. A Purchase Order or P-Card transaction is required for payment of a motor freight shipment.

The Central Receiving staff will provide assistance in determining the best shipping options and rates. Central Receiving does not supply shipping containers or packing material. If a wooden crate is needed for shipping, contact Facilities and Operations or a private packaging provider (Mail Services provides shipping containers only for small USPS shipments. Central Receiving can provide small containers for FedEx and UPS document and small package shipments )

It is the responsibility of the department to complete and submit a Shipping Order Form. The form is available from Central Receiving or the Business Services website (<http://www.uah.edu/business-services/faculty-staff/central-receiving/forms>) The form should accompany the package when it is picked up or dropped off at Central Receiving. No package will be picked up from a department without the completed Shipping Order Form.

For pickups of outgoing shipments, please contact Central Receiving at 256.824.6315 or email at [crb@uah.edu](mailto:crb@uah.edu).

Shipping can be divided into three categories: (1) standard, (2) express, and (3) freight.

#### **EXPRESS**

Express service provides overnight or two-day delivery. Packages up to 150 pounds can be shipped by any of these commonly used express companies:

- DHL Express (International Shipments ONLY)

- Federal Express (FedEx)
- Federal Express Ground (FedEx Ground)
- United Parcel Service (UPS)
- United States Postal Service Express Mail

### ***FREIGHT***

Packages over 150 pounds are considered freight and should be shipped by a truck line, such as one of the following:

- AAA Cooper Freight Lines
- ABF Freight Lines
- North American Van Lines
- R&L Carriers
- Roadway
- SAIA Motor Freight
- Southeastern Freight Lines
- United Van Lines
- Yellow Freight Lines

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*NOTE: A Purchase Order or P-Card transaction is required for a motor freight shipment.*

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### ***HAZARDOUS MATERIALS***

Hazardous materials must be shipped through a freight carrier. They cannot be sent via express carriers at this time. Restrictions and special documentation and labeling requirements apply to hazardous material shipments. Contact Environmental Health and Safety at 256-824-6668 and Central Receiving at 256-824-6315 for compliance instructions prior to preparing hazardous materials for shipment.

### ***INTERNATIONAL SHIPMENTS***

Special restrictions and documentation requirements apply to all international shipments, including Canada and Mexico. Restrictions on the export of technology (hardware and software) apply to certain countries. Contact Central Receiving for specific requirements and restrictions prior to preparing any international shipment.

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Note: It is the responsibility of the department to declare the contents of the package according to export requirements.

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**WEIGHT AND SIZE**

Weight and size limits for most standard and express shippers are shown in Table CR-1.

**Table CR-1, Weight and Size Limits**

Measurement	Limit
Weight	150 pounds
Length + Girth	130 inches
Length	108 inches

To find Length + Girth:

1. With a tape measure, measure the longest side or edge of the package. This measurement is the length.
2. At a right angle to the longest side, wrap the tape measure around the package and measure the perimeter or the distance around the package. This measurement is the girth.
3. Add the length measurement to the girth measurement.

**UPS SERVICES**

UPS provides a variety of shipping options including the following:

- UPS Ground Service
- UPS 3 Day Select
- UPS 2<sup>nd</sup> Day Air
- UPS 2<sup>nd</sup> Day Air A.M.
- UPS Next Day Air
- UPS Next Day Air Saver
- UPS Next Day Air Early A.M.
- UPS Sonic Air Same Day Service

All of these options provide electronic package tracking and delivery verification. The same weight and size limits listed in Table CR-1 above apply to all UPS shipping options. Please refer to Table CR-2 for a further description of several UPS options. Contact Central Receiving at 256-824-6315 for current rates based on weight and destination ZIP code.

**Table CR-2, UPS Options**

<b>Option</b>	<b>Color Code</b>	<b>Guaranteed Time of Delivery</b>	<b>Destination</b>
UPS 3 Day Select	None	Three Business Days	Continental United States
UPS 2nd Day Air	Blue	Priority Shipment	All 50 states and Puerto Rico
UPS Next Day Air Saver	Red	3:00 P.M. Next Day	Continental United States
UPS Next Day Air	Red	10:30 A.M. Next Day	Continental United States
UPS Next Day Air Early A.M.	Red	8:30 A.M. Next Day	See service guide

### III.2. Returns

Departments should contact the Procurement Officer to return items acquired by Purchase Order—**DO NOT CONTACT THE VENDOR**. Reasons to return items may include: incorrect or damaged items, duplicate shipments, unordered items, and defective items. No package will be picked up from a department without the proper shipping information provided for vendor responsible returns or University responsible returns (e.g., RMA#, vendor's shipping information and shipper account number, or the department's University account number).

Departments must obtain an authorized Purchase Order before sending out University property for repair or estimate. Please refer to Section II.27, "Repair of University Equipment," in *Procurement Services Policies and Procedures*.

**Retain original packaging until advised by Procurement Services.**

Procurement Services will obtain the necessary return authorization, which is required by most vendors. Procurement Services will coordinate the return with Central Receiving. This procedure ensures proper insurance coverage and traceability of the items returned.

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*NOTE: Any package shipped without going through Central Receiving cannot be traced. Departments or individuals will be held responsible for lost packages shipped other than by Central Receiving. Packages shipped without proper authorization will be returned at the department's expense.*

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Departments should provide the Procurement Officer with the following information:

- Purchase Order number against which items were purchased
- Vendor's name
- The item(s) in question
- Date of receipt
- Method of receipt (i.e., Central Receiving or direct shipment)
- Reason for the return

## **IV. AUCTIONS AND SURPLUS PROPERTY SALES**

### **IV.1. Policy**

Any item designated salvageable but unusable or obsolete may be claimed as surplus or transferred to another department (see Section IV.2, "Procedure"). UAH employees may claim surplus items for use in their departments. To claim items from surplus, submit a "*Surplus Pickup Request*" form available from the Business Services website (<http://www.uah.edu/business-services/faculty-staff/central-receiving/forms>). Complete and submit this form to Central Receiving with signatures of the appropriate personnel of the receiving department.

Fixed assets (capital equipment) claimed from Surplus will be transferred to the department claiming the equipment. A *UAH Property Relocation/Transfer* form will be completed by Central Receiving and signed by the appropriate personnel in the receiving department. This form is available from the Business Services website (<http://www.uah.edu/business-services/faculty-staff/central-receiving/forms>).

UAH periodically auctions surplus items through a licensed auction dealer according to Alabama State Law. UAH also solicits bids for surplus property sales as deemed necessary. UAH reserves the right to reject bids less than estimated market value.

### ***CANNIBALIZATION OR DISPOSAL OF UNIVERSITY PROPERTY***

If a department plans to cannibalize, scrap, or otherwise dispose of University property, the department must first notify Asset Management (AM). AM personnel will visit the department and inspect the item(s). If AM determines the asset(s) has(have) no value, AM will remove the bar code property

label(s) and dispose of the item(s). The department will be required to complete and sign the *UAH Property Disposition Form* (Figure CR-4). Central Receiving / Asset Management will provide this form, or it can be printed from the Business Services website (<http://www.uah.edu/business-services/faculty-staff/central-receiving/forms>). (Refer to *Asset Management Policies and Procedures* for additional requirements and information on property disposal or cannibalization.)

### **VEHICLE SURPLUS**

Departments or units desiring to turn in a vehicle as surplus must contact Fleet Services at 256-824-6482. Refer to Section IV.3., "Auction Process."

## **IV.2. Procedure**

### **DEPARTMENT**

To declare items as surplus, the department must complete a *Surplus Pickup Request* form that is available from the Business Services website (<http://www.uah.edu/business-services/faculty-staff/central-receiving/forms>).

- Carefully list all surplus items in the spaces provided.
- After completing the Form, submit it to Central Receiving, which is responsible for picking up surplus equipment.

### **CENTRAL RECEIVING**

Surplus property is available for inspection by any University employee from 8:15 a.m. – 5:00 p.m. Monday through Friday, except holidays. All departments claiming surplus property are responsible for having the item(s) removed from the surplus area before the disposal date. Any items not claimed will be disposed of through the surplus bid or auction process.

## **IV.3. Auction Process**

Auctions are currently held at Fowler's Auction and Real Estate, 8710 Hwy 53, Toney, Alabama. Items are displayed at Fowler's one week before the auction. Successful auction bidders should make payment to Fowler's, which pays UAH. The majority of auctions held at Fowler's, are available as an online auction. Please refer to Fowler's Auction website at: <http://www.fowlerauction.com> for details. No electronic or computer equipment is sent to Fowler's Auction, but is handled through the surplus bid process.

Surplus vehicles are sold at auction through Fleet Services after the proper Surplus Property form has been filed by the department or unit. Fleet Services receives a processing fee for each vehicle with the remaining sale proceeds going to the department or unit to which the vehicle was most recently assigned. Fleet Services employees and employees in the department or unit to which the vehicle was assigned are prohibited from bidding.

#### **IV.4. Surplus Bidding Process**

Surplus bids are advertised in the *Huntsville Times*. Once surplus property has been advertised for bid, bidders may view and inspect the property items at Central Receiving.

- The sale lasts a minimum of three weeks, which allows interested persons ample opportunity to submit quotations. All bids must be submitted to Procurement in sealed envelopes, according to the instructions provided, before the designated closing date.
- After the bid closing, Procurement Services will tabulate the bids and award the property to the highest bidders.
- Successful bidders will receive invoices for the awarded items and should make payment at Procurement Services. To pick up the property, successful bidders should take their paid invoice copy to Central Receiving. Central Receiving will verify that the invoice has been paid prior to releasing merchandise.

#### **IV.5. Proceeds**

For requested surplus sales via bids, the net proceeds from the sale will be transferred into the department's account after completion of the surplus sale and deduction of advertising costs.



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# Central Receiving & Shipping

## Attachments

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## CENTRAL RECEIVING & SHIPPING ATTACHMENTS

### List of Figures

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FIGURE CR-1	.	.	.	Memorandum Receiving Report
FIGURE CR-2	.	.	.	Gas Cylinder / Laboratory Alcohol Request Form
FIGURE CR-3	.	.	.	Gas Cylinder Account Change Form
FIGURE CR-4	.	.	.	UAH Property Disposition Form
FIGURE CR-5				Shipping Order and Returned Materials Request Form

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
MEMORANDUM RECEIVING REPORT**

TO: ACCOUNTS PAYABLE  
SHELBY KING HALL 241  
(256) 824-6425  
Purchase Order No. \_\_\_\_\_

DATE: \_\_\_\_\_

2

3

Issued To: \_\_\_\_\_

has been: (a)  partially filled as indicated below;

PAYMENT FOR ENUMERATED ITEMS IS AUTHORIZED

4

(b)  completed

ITEM	QUANTITY	ITEM	COST PER UNIT	PURCHASE ORDER TOTAL
5				

**INSTRUCTION FOR COMPLETING THIS FORM**

To submit a Memorandum Receiving Report, list the Purchase Order number, vendor, and check the appropriate box indicating a partial or completed order. If the Memorandum Receiving Report is a partially completed order, list the items received and the quantity, or simply attach the packing slip or invoice to the Memorandum Receiving Report. Attach any supporting document, if available, that may apply. If the Memorandum Receiving Report is complete, simply check the complete box and sign. You need not list each item.

6

\_\_\_\_\_  
Approved by: (Signature)

7

\_\_\_\_\_  
Title

8

\_\_\_\_\_  
Division

9

\_\_\_\_\_  
Department



Material Control and Asset Management CRB, Room 103

Phone: (256) 824-6315 / Fax: (256) 824-7448

**GAS CYLINDER / LABORATORY ALCOHOL REQUEST FORM**

**NOTICE:** Completion of Gas Cylinder/Laboratory Alcohol Request Form(s) is/are required prior to requisitioning containerized gas and/or laboratory alcohol. **Request not bearing the authorized PI or Budget Unit Head's signature or not properly completed cannot be processed.** This form is used to assist in conduction property accountability and inventory actions, and payment of rental and usage fees. *To expedite delivery, fax or hand-deliver your request to the Central Receiving Building, Room 103.* **Note: This form must also be used to record all gas containers to be returned to the vendor.** Any empty or unused gas container(s) must be noted at the bottom of this for by either the cylinder ID (or serial number), location and the authorization to return must be signed and dated by the PI or Budget Unit Head. **No containers will be picked up without the appropriate signature.** A completed copy of this form, with the vendor's signature, delivery date and pick-up date, will be faxed to you for your records. **NOTE: ANY ORG/FUNDS FOUND TO BE INACTIVE OR NOT DATA-ENTERABLE WILL BE CHARGED BACK TO YOUR HOME LABOR ACCOUNT.**

TYPE OF GAS OR ALCOHOL	QTY	SIZE and/or PURITY	REQUESTING DEPARTMENT	CUSTODIAN (NAME)	DELIVERY LOCATION (BLDG AND ROOM NO.)	ACCOUNT NO.
_____ / _____ NAME OF DEPARTMENTAL OR PRINCIPLE INVESTIGATOR (FOR C & G ACCOUNTS) (PLEASE PRINT)      PHONE NO.				_____ / _____ NAME OF DEPARTMENTAL OR PRINCIPLE INVESTIGATOR (FOR C&G ACCOUNTS) (PLEASE PRINT)      PHONE NO.		
_____ / _____ NAME OF BUDGET UNIT HEAD (PLEASE PRINT)      PHONE NO.				_____ / _____ SIGNATURE OF BUDGET UNIT HEAD      DATE		

Gas Container Authorized Return: Request Date: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Container ID or Serial Number:	Pick-Up Location:	Authorized Signature:	Signature (Please Print):

Delivery Date: \_\_\_\_\_ Vendor's Signature: \_\_\_\_\_

Pick-Up Date: \_\_\_\_\_ Central Receiving Signature: \_\_\_\_\_

FIGURE CR - 3



Central Receiving and Shipping  
Central Receiving Building  
Phone: (256) 824-6315  
Fax: (256) 824-7448

<b>Change of Account Number for Billing of Containerized Gas Cylinder Rental Fees</b>	
<p>Complete this form to authorize change to departmental account number(s) used in the billing of containerized gas cylinder acquisition and rental charges/fees. The UAH Material Control Office will initiate completion of this form following expiration of an existing account, or when an existing account is changed for other administrative reasons. <b>THIS CHANGE FORM IS NOT VALID UNLESS IT BEARS THE SIGNATURE OF THE BUDGET UNIT HEAD.</b> The original copy of this form must be filed at Central Receiving and Shipping, Central Receiving Building (CRB). Please direct questions and/or concerns to Warehouse Operations, 824-6315.</p> <p><b>NOTE: ANY ORGS/FUNDS FOUND TO BE INACTIVE OR NOT DATA-ENTERABLE WILL BE CHARGED BACK TO YOUR HOME LABOR ACCOUNT.</b></p>	
Expired Account Number	New Account Number
Principal User/Responsible Person	Date of Requested Change
Quantity Gas Cylinders	\$ Monthly Rental Fees/Charges
Name of Department	Building/Room Number
Reason for Change of Account Number:	
Printed Name of Principal User and/or Responsible Person	Printed Name of Budget Unit Head
Signature of Principal User and /or Responsible Person	Signature of Budget Unit Head
<p><b>NOTICE: THIS FORM MUST BE COMPLETED WITHIN 5 CALENDAR DAYS FOLLOWING EXPIRATION AND/OR CHANGE OF DEPARTMENTAL ACCOUNT NUMBER(S).</b></p>	

CRB Form 01-002 (6/16)

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
PROPERTY DISPOSITION FORM**

**Use this form to authorize:**

- The loaning of capital equipment to another University or Organization
- The cannibalization of capital equipment for useable parts
- The disposal of capital equipment by the user or department

**INSTRUCTIONS:**

Complete the form below with the UAH Inventory Number, the Item Description and the Method of Disposal (Cannibalized, Trashed, Scrapped, etc.) or the identification of loaned equipment. Please use the comment section to provide justification for property disposal or list the receiver, location and agreed conditions for any property loaned. **NOTE: Anyone taking equipment off-campus is responsible for replacement or repair of that equipment if it is damaged while off-campus. Anyone taking equipment off campus should have adequate insurance in case the equipment is lost or damaged while in the individual's possession.** The appropriate signatures by the Department Chairman and Budget Unit Head must be included. Submit the completed form to Asset Management, Central Receiving Bldg., Room 100. Call 824-6315 if you have any questions.

Date of disposal or loan: \_\_\_\_\_

Capital Equipment Disposition

<u>UAH ID NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSITION METHOD</u>

**Disposal Justification:**

\_\_\_\_\_

\_\_\_\_\_

**Details of Loan Agreement:**

Department Loaning Equipment: \_\_\_\_\_

Receiver of Loaned Equipment: \_\_\_\_\_

Location of Loaned Equipment: \_\_\_\_\_

Length and Condition of Loan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby accept the responsibility for and authorize the disposal of or the loan of the capital equipment listed above. The disposed property has been inspected and has been identified as unusable and/or not repairable.

\_\_\_\_\_/\_\_\_\_\_  
Department Chairman                      Date

\_\_\_\_\_/\_\_\_\_\_  
Budget Unit Head                              Date



## Shipping Order and Returned Materials Request

University of Alabama in Huntsville  
Central Receiving  
301 Sparkman Drive  
Huntsville AL 35899  
Phone: 256.824.6315 - Fax: 256.824.7448  
email: crb@uah.edu

This form is to be completed for all outgoing departmental shipments. If the shipment references a return authorization, involving a vendor, complete the RMA section below in addition to the shipping information and preferences.  
For package pickup and/or shipping price quotes contact UAH Central Receiving at the number or email address provided.

### Shipping From

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

### Shipping To *(Note: Shipments to destinations outside the US require export documentation)*

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Carrier Preferences *(Note: All freight shipments require an issued purchase order)*

UPS \_\_\_\_\_ Service *(Check One)*: Ground \_\_\_\_\_ 2nd Day Air \_\_\_\_\_ Next Day Air \_\_\_\_\_  
FedEx \_\_\_\_\_ Service *(Check One)*: Ground \_\_\_\_\_ First Overnight \_\_\_\_\_  
Priority Overnight \_\_\_\_\_ Standard Overnight \_\_\_\_\_ 2nd Day \_\_\_\_\_  
Express Saver *(Three Business Days)* \_\_\_\_\_

Other *(Note Here)* : \_\_\_\_\_  
Insurance: Yes \_\_\_\_\_ Declared Value: \$ \_\_\_\_\_

### Billing *(Check One and note account number)*

Sender: \_\_\_\_\_ - Organization Code: \_\_\_\_\_  
Receiver: \_\_\_\_\_ - Account Number: \_\_\_\_\_  
Third Party: \_\_\_\_\_ - Account Number: \_\_\_\_\_

### Returned Material Authorizations *(Note: Procurement Officers are required to be notified of all material returns)*

Purchase Order: \_\_\_\_\_ Line Item: \_\_\_\_\_  
Item Description: \_\_\_\_\_  
RMA Number: \_\_\_\_\_ UAH Asset Number *(If applies)*: \_\_\_\_\_  
Reason for return: \_\_\_\_\_