

**GEORGIA SOUTHERN UNIVERSITY
CENTRAL RECEIVING**

SHIPPING SLIP

Ship to: _____

Address: _____

City/State/ZIP: _____

Item(s) (List all): _____

Ship Via: UPS: Regular () 2nd Day () Next Day ()

Other: _____

Reason for shipment:

Rental Returned ()

Repair ()

Over shipment ()

Sample Returned ()

Loan ()

Duplicate Shipment ()

Exchange for _____ ()

Letter instructing return () (attach copy of letter)

Other (explain): _____

Value of shipment: \$ _____

If applicable:

Material received on purchase order number _____

Charge to:

Speed Chart: _____

Project (if applicable): _____

Authorized by (Print Name): _____

Signature: _____