

"SHIPPING TO HOME ADDRESS" JUSTIFICATION MEMO

** IT IS STANDARD PROCEDURE TO SHIP PURCHASED
ITEMS TO RECEIVING @ THE PROC. BLDG.

YOUR NAME _____

YOUR DEPARTMENT _____

TODAY'S DATE _____ PURCHASE DATE _____

PURCHASED FROM _____

AMOUNT OF PURCHASE _____

WHAT WAS PURCHASED? _____

REASON FOR SHIPPING TO HOME _____

DOES THIS ITEM NEED UM TAG? _____

-If you have questions as to whether this item is to be tagged contact Property
x7448

--If you know this item needs tagged bring it to The Receiving Dept at Proc.

---Your item must be tagged before there are any payments processed.

SIGNATORY OF PROFIT CENTER TO BE USED

X _____

*MUST ATTACH THE PACKING SLIP AND/OR SHIPPING
RECEIPT/SHIPPING LABEL TO THIS MEMO AND ATTACH TO
YOUR REQUEST FOR PAYMENT IN ORDER TO BE REIMBURSED.