

**UNIVERSITY OF SOUTHERN CALIFORNIA  
MAILING AND MATERIAL MANAGEMENT SERVICES  
GAS CYLINDER ORDER AND PICK-UP FORM**

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Requestor: \_\_\_\_\_ Bldg. & Room #: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Phone/Ext.: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

Account No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ eMail: \_\_\_\_\_

**CYLINDER(S) ORDER DETAILS**

QTY/UNIT	TYPE OF GAS AND DESCRIPTION	PURITY	SIZE	DATE NEEDED

**CYLINDER(S) TO PICK-UP DETAILS**

SERIAL NUMBER	LOCATION	SERIAL NUMBER	LOCATION

All gas cylinder orders received by 2:00 p.m. will be processed on the day received.

**TOTAL P/U QTY** \_\_\_\_\_

<b>University of Southern California</b>
<b>FINANCIAL SYSTEM EXPENDITURE CARD</b>

<b>COMMENTS:</b>

AUTHORIZED SIGNER: \_\_\_\_\_  
(SIGNATURE)

AUTHORIZED SIGNER: \_\_\_\_\_  
(PRINT)

Please note that there will be a daily rental charge (demurrage) for use of all cylinders. In the event a cylinder is lost or stolen while in your possession, the full replacement cost will be charged to your department. Please notify Mailing & Material Management immediately to avoid ongoing demurrage charges. Thank you.