Science & Technology Facilities Council

REQUEST/AUTHORITY FOR DESPATCH/COLLECTION OF EQUIPMENT AND MATERIALS

No

TO: STORES OFFICER DESPATCH SECTION

CONTRACT No:

DESPATCH TO:

FROM: (NAME IN BLOCKS)

TERMS OF ISSUE: (√ as required)

Contract loan
Temporary Loan
Repair
Rejection
Return
Free issue
Other

FIRMS ORDER No:

SECTION:

PROJECT CODE:

DELIVERY DATE REQUIRED:

ORG UNIT:

CODE/SERIAL No:	DESCRIPTION	QTY	VALUE £	REMARKS/SPECIAL INSTRUCTIONS

DECLARATIONS

A	I CERTIFY THAT OILS/LUBRICANTS HAVE BEEN DRAINED AND BLANKED AS NECESSARY	AUTHORISING OFFICER:
B	I CERTIFY THAT THE ABOVE MENTIONED ITEMS DO NOT CONTAIN A RADIO-ACTIVE SOURCE AND HAVE NOT BEEN AT ANY TIME IN A PURPLE RADIATION AREA (AS DEFINED IN DSC8)	
C	I CERTIFY THAT THE ABOVE ITEMS HAVE BEEN IN A PURPLE RADIATION AREA, BUT ARE CLEARED FOR DESPATCH	HEALTH PHYSICS SECTION:

DESPATCH AUTHORISED BY: (NAME IN BLOCKS)		EXT:	DATE:
SIGNATURE:		DEPT:	
THE ABOVE ITEMS HAVE BEEN DESPATCHED BY:		DATE:	SIGNED: