

Azusa Pacific University Warehouse Storage Agreement Short Term Storage

The following guidelines and requirements must be met by those departments who are requesting short-term storage in Warehouse #4.

1. A request for short term storage will need to be submitted to the Coordinator of Warehouse Operations.
2. Short term storage of departmental items will only be permitted on a case-by-case basis.
3. Once approved, the Coordinator of Warehouse Operations will contact the department to make arrangements for pick up of items to be stored.
4. Each item to be stored in the warehouse must display a storage tag.
5. Tags must be filled out completely and attached to each item before items can be stored.
6. An inventory sheet of all items being stored must accompany the items being stored in the warehouse.
7. The department should maintain an inventory list in office.
8. The maximum allowable time for short term storage will be for two months.
9. As the end of the storage agreement approaches, the department will be notified two weeks prior to end of storage time.
10. It will be the department's responsibility to make other storage arrangements after storage time has expired.
11. If no action is taken by the department; all items in storage will become the property of Warehouse Operations and will either be made available for use by other departments, or be discarded of.
12. Warehouse Operations reserves the right to shorten the agreed time period for storage for the following reasons:
 - a. Relocation to a new area
 - b. Lack of space available in warehouse.
 - c. Department failing to annually inventory items being stored.

I have read the following document and understand my responsibility.

Name: _____ Date: _____

Dept: _____ Ext. _____