

Azusa Pacific University

Warehouse Storage Agreement

Long Term Storage

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

1. A request for long term storage must be submitted in writing to the Coordinator of Warehouse Operations.
2. Approval for long term storage and the length of time storage will be available, will be determined on the available space in the warehouse.
3. The Coordinator of Warehouse Operations will notify the department of approval and 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 warehouse.
7. The department should maintain an inventory list in office.
8. Each department will be required to visit the warehouse annually to conduct a visual update of inventory and stored items.
9. Should your storage time expire, you will be contacted and expected to find or make other storage arrangements.
10. 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.
11. 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. _____