

## PROCEDURE TO ISSUE PURCHASE ORDER FOR WORK AT THE HYDRAULICS LABORATORY

The preferred method is to issue a PO to the Regents of the University of California. The PO or an accompanying letter should include a short statement of the work to be done, approximate dates of the work, a short statement that there are no suitable commercial facilities available, the price agreed upon with Charles Coughran, and if appropriate a not to exceed amount. If the user is a private individual and does not use Purchase Orders, a letter incorporating the above information and stating that he will accept billing from the University is acceptable. In addition, a Statement of Release must accompany the Purchase Order for those who will be working on the premises. See sample text below.

The Purchase Order should be mailed or faxed to:

Ann Dunbar  
Integrative Oceanography Division (0209)  
Scripps Institution of Oceanography  
9500 Gilman Drive  
La Jolla, CA 92093-0209

Phone: (858) 534-3567  
Fax: (858) 534-0300

Please send a copy to:

Charles Coughran  
Senior Development Engineer  
Hydraulics Laboratory (0222)  
Scripps Institution of Oceanography  
9500 Gilman Drive

La Jolla, CA 92093-0222  
Phone: (858) 534-0594  
Fax: (858) 534-8299

### STATEMENT OF RELEASE - UNIVERSITY OF CALIFORNIA

The undersigned hereby agrees to indemnify, hold harmless, and forever discharge the Regents of the University of California and all its agents and employees of any and all claims whatsoever, which the undersigned or any other persons have by reason of any accident, illness or injury, or other consequences arising or resulting from operation by the undersigned on or around the premises or property owned or controlled by the Regents of the University of California, and occurring during such operation in connection therewith, or any time subsequent thereto.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_