



Administrative
Manual
BROADCAST

SECTION

Budget and Appropriations

SUBJECT

DEMURRAGE PAYABLE
ON GAS CYLINDERS

Effective May 1, 1977, all agencies which have gas cylinders on hand must furnish inventory information regarding these cylinders to the Disbursements Division of the Bureau of Accounting Operations. This information must be submitted at the beginning of each month in order that all applicable demurrage charges can be paid.

The inventory information must be recorded on a DEPARTMENTAL RECEIVING NOTICE - FOR PARTIAL SHIPMENT (28-1428-5019) [AM-301-1-3] and must include the following:

- . Number of cylinders on hand at the beginning of the previous month.
- . Number of cylinders received during the month (include date received, delivery ticket number, and date demurrage payable).
- . Number of cylinders returned during the month (include date returned).
- . Number of cylinders on hand at the end of the previous month.
- . Cost of the gas.
- . Demurrage cost.

A separate DEPARTMENTAL RECEIVING NOTICE must be completed for each type of gas used.

An illustration of the format to be used by agencies is shown on page 2 of this Broadcast.

Agencies should be aware that in many instances demurrage charges exceed the cost of the gas. Therefore, in many cases a savings will be realized by returning the cylinders before they are completely empty. At the very latest, cylinders must be returned as soon as they are emptied.

SECTION

Budget and Appropriations

SUBJECT

DEMURRAGE PAYABLE
ON GAS CYLINDERS

TO BE PREPARED IMMEDIATELY UPON RECEIPT OF ANY MATERIAL

FOR PARTIAL SHIPMENT

CITY OF BALTIMORE
DEPARTMENTAL RECEIVING NOTICE

FROM Burdett Oxygen Co. NAME OF DEPT. Recreation and Parks
(NAME OF SHIPPER)
Norristown, Pa. PURCHASE ORDER NO. 687336

RECEIVED AT Druid Hill Construction CONTRACT NO. _____
(LOCATION IN DEPARTMENT) TYPE OF GAS Oxygen

Quantity	Unit	Description of Supplies & or Services	Work Order	Account No.																																																
		<u>Demurrage Report for December 1976</u>		1001-478-008-00-409																																																
		<table border="0"> <tr> <td>Date</td> <td></td> <td>Date</td> <td></td> </tr> <tr> <td>Cylinder</td> <td>Ticket</td> <td>Demurrage</td> <td>Cylinder</td> </tr> <tr> <td><u>Received</u></td> <td><u>No.</u></td> <td><u>Payable</u></td> <td><u>Returned</u></td> </tr> <tr> <td>11/8/76</td> <td>68022</td> <td>12/8/76</td> <td>12/22/76</td> </tr> <tr> <td>11/26/76</td> <td>68545</td> <td>12/26/76</td> <td>12/22/76</td> </tr> <tr> <td>11/26/76</td> <td>68545</td> <td>12/26/76</td> <td>12/22/76</td> </tr> <tr> <td>12/26/76</td> <td>68545</td> <td>12/26/76</td> <td></td> </tr> <tr> <td colspan="4">On Hand 12/1/76 - 4</td> </tr> <tr> <td>12/22/76</td> <td>75271</td> <td>1/22/77</td> <td></td> </tr> <tr> <td>12/22/76</td> <td>75271</td> <td>1/22/77</td> <td></td> </tr> <tr> <td>12/22/76</td> <td>75271</td> <td>1/22/77</td> <td></td> </tr> <tr> <td colspan="4">On Hand 1/1/77 - 4</td> </tr> </table>	Date		Date		Cylinder	Ticket	Demurrage	Cylinder	<u>Received</u>	<u>No.</u>	<u>Payable</u>	<u>Returned</u>	11/8/76	68022	12/8/76	12/22/76	11/26/76	68545	12/26/76	12/22/76	11/26/76	68545	12/26/76	12/22/76	12/26/76	68545	12/26/76		On Hand 12/1/76 - 4				12/22/76	75271	1/22/77		12/22/76	75271	1/22/77		12/22/76	75271	1/22/77		On Hand 1/1/77 - 4					
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		Oxygen Cost \$1.65 per CCF Demurrage Cost \$.10 per day after 30 days																																																		
		(USE VEHICLE NO. WHERE APPLICABLE)																																																		

STATE IF FREIGHT OR EXPRESS

CHARGES WERE PREPAID _____
(YES OR NO)

SHIPMENT _____
(1ST, 2ND, ETC., OR FINAL)

ALL MATERIAL IS TO BE CHECKED AS TO QUANTITY AND QUALITY AT ONCE.
TO BE USED FOR REPORTING ALL MATERIAL RECEIVED, BOTH COMPLETE
AND PARTIAL SHIPMENTS.

TO BE FILLED OUT BY PARTY ACTUALLY RECEIVING AND CHECKING THE
MATERIAL FOR QUANTITY AND QUALITY.

SHOW FOR ALL SHIPMENTS ON CONTRACTS OR PARTIAL SHIPMENTS ON PUR-
CHASE ORDERS IN SPACE PROVIDED ABOVE WHETHER NOTICE REPRESENTS 1ST, 2ND,
ETC., OR FINAL SHIPMENT BEFORE IT IS SENT TO THE BUREAU OF DISBURSEMENTS.

RECEIVING COPY OF PURCHASE ORDER SHOULD ACCOMPANY FINAL PARTIAL
RECEIVING NOTICE.

FOR MATERIAL RECEIVED BY FREIGHT OR EXPRESS STATE IN SPACE ABOVE
IF CHARGES WERE PREPAID AND WAYBILL NO. IF NOT PREPAID

23-1428-5019

Date Material Was Received

December

I hereby certify that the articles above specified have
been received, that the quality and quantity thereof have
been verified with exceptions, if any, noted above.

Title _____
(PARTY ACTUALLY RECEIVING MAT'L)

Approved _____
(HEAD OF BUREAU OR DEPT.)