**How to Record Cylinder Movements**

- Record and track cylinders on an inventory spreadsheet, pictured below.
- During the receiving process, record the following:
  - vendor name
  - order date
  - cylinder serial number
  - cylinder bar code
  - gas product description
  - Purchase Order (PO) number
  - 'Delivered to' Room #
  - Quantity Ordered
  - Quantity Received
  - Received Date
- Retain the signed delivery ticket.
- During the cylinder return process, record
  - the return date
  - the quantity returned
- Retain the signed supplier pick up ticket.
- Document all cylinder moves. Record the **new** room number for the cylinder on your inventory spreadsheet and notify the supplier of the new cylinder location.
- Safeguard all cylinder movement by keeping the inventory spreadsheet up to date.

| Vendor | Order Date | S/N # | Cylinder Bar Code | Item Description | PO# | Room | Qty Ord | Qty Rec'd | Rec'd Date | Qty Rtn | Rtn Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Airgas | 3/17/17 | M0706JD | ANW000011221 | CYL ARGON INDUSTRIAL 300 CGA 580 | NCSU1.0000123456 | 120 | 1 | 1 | 3/18/17 | 1 | |
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| Arc3 | 3/1/17 | 536929 | 077667393 | Argon Carbon Dioxide Mix 75-25 size 80 | NCSU1.0000445566 | 117 | 2 | 2 | 3/2/17 | 2 | |
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