

U MARKET CYLINDER RETURN PROCEDURE

To return a U Market cylinder, you must send an email to U Market Services <ums@umn.edu> and **CC ME Purchasing** <mepurch@umn.edu> with the following information, available on the white sticker on the cylinder:

1. Include the Original PO # (circled in blue)
2. Include the Item (part) # (circled in red)
3. Include the Cylinder Number(s) (circled in green)
4. Specify the location for pickup

If you do not follow this procedure, you will continue to incur cylinder rental fees on your cylinders from U Market.

If you need to borrow a cylinder dolly, please stop by shipping/receiving in ME 1124. Please contact Julie or Haewon with questions.

