### 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.

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