



**INVOICE OF SPECIMENS**  
University of Alabama Museum of Natural History  
(ALMNH) 355 Mary Harmon Bryant Hall  
Box 870340  
Tuscaloosa, AL 35401  
(205) 348-5625  
babogan@ua.edu

<p><b>Internal Use Only</b></p> <p>Date Loan Returned: _____</p> <p>Received By: - _____</p>
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Date: 4/6/2023      Length of Loan: 10 Years  
Mode of Shipment: Physically picked up Tracking #: n/a      # of Packages: N/a

Borrower: John Friel      Prepared By: Brooke Bogan  
The University of Alabama      Collections Manager- University of Alabama  
Alabama Museum of Natural History      Department of Research and Collections  
119 Smith Hall Box 870340  
Tuscaloosa, AL 35404

Cat #	Item Description	Method of Preservation	Specimen Count
ALMNH:Paleo:6164	<i>Cincosaurus cobbi</i> trace fossil trackway	Dry	1
ALMNH:Paleo:20161	<i>Attenosaurus sublensis</i> trace fossil trackway	Dry	1
ALMNH:Paleo:5940	<i>Nanopus reidia</i> trace fossil trackway	Dry	1
ALMNH:Paleo:14541	<i>Lepidodendron</i> fern fossil	Dry	1
ALMNH:Paleo:14542	<i>Calamites</i> horsetail plant fossil	Dry	1
ALMNH:Paleo:14543	<i>Calamites</i> horsetail plant fossil	Dry	1
ALMNH:Paleo:14544	<i>Lepidodendron</i> fern fossil	Dry	1
ALMNH:Paleo:14545	<i>Alethopteris valida</i> plant fossil	Dry	1

Total Number of Objects: 8      Date Received: \_\_\_\_\_  
Condition Received: \_\_\_\_\_  
Signature of Borrower (see conditions on reverse side): \_\_\_\_\_ Date: \_\_\_\_\_

**CONDITIONS FOR LOAN OF SPECIMENS FROM  
THE NATURAL HISTORY COLLECTION  
UNIVERSITY OF ALABAMA**

**GENERAL CONDITIONS**

1. The borrower agrees to conserve and protect all material entrusted to their care and to exercise extraordinary caution in the care and maintenance of this material.
2. The Museum lends material for the time period stated, subject to renewal upon request.
3. All loans are subject to recall.
4. The Museum will loan material only to institutions and organizations, not to individuals except under special circumstances.
5. Research materials requested by graduate or undergraduate students require faculty or institutional endorsement and, for the duration of the loan, will be considered the direct responsibility of that faculty member or institutional representative.
6. Under no circumstances are loans to be transferred without written authorization from the staff of the Department of Museum Research and Collections at ALMNH.
7. No labels are to be permanently removed or altered by the borrower.
8. Any dissections or destructive sampling of research material must be approved in writing by ALMNH staff.
9. Please acknowledge use of specimens in publications that reference materials from the ALMNH. Indicate the source of materials used in drawings, photographs, or other types of illustrations. Use the acronym ALMNH.
10. The Department of Museum Research and Collections requests a printed and or digital copy of all publications resulting from use of its research

**UPON RECEIPT OF THE LOAN**

1. It is the borrower's responsibility to immediately verify the number and conditions of specimen(s). Any discrepancy in the Loan Agreement and/or specimen damage should be reported immediately.
2. The Loan Agreement is to be signed and returned by mail to the Collection Manager (Attn: Brooke A Bogan at the address on this form) upon receipt of the loan (An email of the scanned document is sufficient)

**DURING THE TERM OF THE LOAN**

1. Loan material must be maintained in the same preservative in which it was received. Generally, this will be dried material or 70% ethanol.
2. Borrowers are encouraged to return the specimen(s) promptly following examination. Please report any taxonomic changes or corrections in identifications to the Collection Manager when the material is returned.
3. For specimens preserved in EtOH, please keep specimens wet while working with them. Do not allow fragile parts to dry out.

**RETURN OF THE LOAN**

1. Prior to or at the time of the return of material by the borrower, a letter or email verifying shipment should be sent to the Collection Manager, Brooke A Bogan (babogan@ua.edu).
  2. Return the loaned material in the same condition in which it was received.
  3. Loan material must be packed for return in a manner that maintains the integrity of the specimen. Empty space in the container used for shipping should be packed with Styrofoam peanuts or bubble wrap.
  4. Address labels should be placed on the inside and outside of the package. Package should be addressed to the Collection Manager (Attn: Brooke A Bogan). The outside packing label should include the following:

SCIENTIFIC SPECIMENS  
NO ENDANGERED SPECIES  
NO COMMERCIAL VALUE
  5. Include a copy of the Loan Agreement with the shipment.
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**Please sign and return one copy. The other copy is for your records.**

I hereby acknowledge receipt of these specimens in satisfactory condition, and I have read and agree to the terms and conditions of this loan.

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_