College of EDUCATION

NEW FED EX POLICY FOR THE COLLEGE OF EDUCATION

In order to mitigate audit issues please use the following form when requesting Fed Ex shipping for the College of Education.

SENDER:_____

APPROVER:_____

RECIPIENT NAME:_____

RECIPIENT EMAIL:_____

RECIPIENT PHONE: (   ) _____

RECIPIENT FULL ADDRESS (No Box Numbers):

_____

_____

_____

DAY YOU WANT IT TO ARRIVE (speed): _____

Does the package need to be signed for? Y_____ N_____

OF PACKAGES:_____   BUDGET NUMBER:_____

BUDGET NAME: _____

BUSINESS PURPOSE (what you are sending & why): _____

_____

_____

BENEFIT TO GRANT STATEMENT (if BN is on a grant, how does sending the package

benefit the grant?):_____

_____

_____

Please contact mlrbldg@uw.edu with questions.