

**BOOKSTORE  
SHIPMENT REQUEST AUTHORIZATION FORM  
GUIDELINES**

**THE PURPOSE OF THIS FORM IS TO ASSURE PROPER ADMINISTRATIVE AND BUDGET AUTHORIZATION FOR ALL REQUESTS BY PERSONNEL TO THE (BOOKSTORE) DEPARTMENT TO PROCESS OUTGOING SHIPMENTS BY UNITED PARCEL SERVICE OR MOTOR FREIGHT!**

**DATE REQUESTED:-----**

**SHIP TO: -----**

-----

-----

**PHONE# -----**

**(For next day or 2 day shipments)**

**DECLARED VALUE IF OVER \$100.00 -----**

**DEPARTMENT REQUESTING SHIPMENT:**

-----

**BUDGET CODE TO BE CHARGED:-----284040**

**THE ONLY ACCOUNT CODE ACCEPTABLE FOR CHARGING OUTGOING FREIGHT SHIPMENTS IS 284040. PLEASE ASSURE THAT YOUR BUDGET HAS SUFFICIENT FUNDS IN THIS LINE ITEM BEFORE AUTHORIZING A SHIPMENT AND CHARGE TO BE MADE!**

**SHIPMENTS MUST BE DELIVERED TO BOOK STORE BY 3:00 P.M. FOR SAME DAY SHIPPING!**

**DURING RUSH PERIOD WE CANNOT GUARANTEE SAME DAY SHIPPING.**

**ALL SHIPMENTS REQUIRE COMPLETED AUTHORIZATION FORM.**

**APPROVED----- (DEPARTMENT HEAD)**