

REQUESTOR'S INFORMATION

Name _____ Title _____
Case Empl ID# _____ Department _____
Email _____ Phone _____
Supervisor's Name _____

PHYSICAL LOCATION

Building & Room# _____ Location Code _____

If physical location is off campus, please provide street address:

Address 1 _____
Address 2 _____
City, State & Zip _____

DEPARTMENT ADMINISTRATOR ACCESS

FEDEX® department administrators have the ability to provide access to other individuals within their department, as well as remove access for individuals that are no longer in their department or with the university. In addition, department administrators have the ability to process reports for shipments within a 45 day shipping window. Supervisor authorization required.

Do you require department administrator rites? Yes No

Supervisor-Print Name _____ Supervisor-Signature _____ Date _____

INTERNAL BILLING INFORMATION

A valid operation (OPR) speed type must be provided in order to establish your FEDEX Ship Manager® profile. However, you will have the ability to bill alternate speed types when creating a shipment.

Default Speed Type (OPR) _____

DANGEROUS GOODS SHIPPING

Is it necessary for you to ship dangerous goods via FEDEX®? Yes No
If yes, you must submit a valid IATA certificate and be registered with the Department of Safety Services

*Dangerous goods shipping is permitted by authorized individuals **only**. An individual will be authorized to ship dangerous goods only upon completion of the appropriate training in safe transportation of dangerous goods by the CWRU Department of Safety Services. A copy of the certificate issued by the Department of Safety Services evidencing such training must be provided when submitting this form.*

By signing below, you agree to the terms specified.

Print Name

Signature

Date

COMMENTS:

All FEDEX® passwords are to be treated as sensitive. Do not share your FEDEX® password with anyone. You are individually responsible for any non-Case related shipments created with your account.

You agree that the information you provided is true.

Print Name

Signature

Date

PROCESSING INFORMATION – OFFICE USE ONLY

Date Received

Name

Office Notes: