

**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)

