

REQUEST FOR SHIPMENT OF MATERIAL

Requisitioner's Rank/Rate and Name; _____

*Department/Unit: _____ *Phone: _____

Requisitioners E-mail address to send tracking info: _____

Type of shipment/Priority: _____ overnight _____ Routine _____ Saturday Delivery

*HAZMAT? YES _____ NO _____ If Hazmat have your Hazmat official certify that the item is packed appropriately and meets all of the Appropriate Laws and Regulations:

Today's Date _____ Required Delivery Date (RDD) _____

*Items will be ready to be picked up on _____

*Origin: OPFAC: _____ NAME _____

ATTN: _____

ADDRESS: _____

City: _____ State: _____ Zip Code: _____

*Telephone: _____ Fax: _____

Is the shipper same as the origin? Yes _____ No _____

Destination: OPFAC: _____ NAME _____

ATTN: _____

ADDRESS: _____

City: _____ State: _____ Zip Code: _____

*Telephone: _____ Fax: _____

Is the destination the same as the Consignee? Yes _____ No _____

ITEM NAME:	COMMODITY CODE (if known)	L x W x H (inches)	UNIT PACK BX / PT	WEIGHT

*** NEED THE DIMENSIONS OF THE ITEMS, AS THEY ARE PACKED AND READY TO SHIP***

****NO P.O. BOXES OR FPO OR APO FOR FEDEX SHIPMENTS****

NOTE: Mandatory Fields. If address is not correct, is incomplete, or is missing the zip code and/or telephone number and isn't justified, delays in shipment of material can and will occur.

State the reason why an item needs to be shipped FEDEX with item description.
Justification: _____

Fed ex Account Number: _____

Accounting line to be charged: _____
(sample accounting line) 2/6/701/133/30/0/ZG/47810/2201

Funds Certification: \$ FPD Project # _____

Maximum allowable shipment cost: _____

PRINT LEGIBLY!!