

# SHIPPING REQUEST FORM

(Use this form to request labels for shipping items via FedEx/UPS)

The completed form should be emailed to: [impurchasing@uconn.edu](mailto:impurchasing@uconn.edu)

**PLEASE NOTE: Incomplete forms will be returned for completion**

REQUEST DATE

## FROM SENDER

NAME

UConn EMAIL

PHONE

ADDRESS/DEPT.  
(For Return To)

## SHIP TO

### TO RECIPIENT

NAME/RMA No. (Return  
Merchandise Authorization No.)

PHONE  
(Landlines ONLY)

COMPANY NAME

ADDRESS

CITY

STATE

ZIP CODE

COUNTRY

WEIGHT IN LBS

INSURANCE (optional) If you want the contents of your  
package insured, please list the amount of insurance you need. \$

DESCRIPTION OF ITEMS BEING SHIPPED

LIST EMAIL ADDRESSES FOR PEOPLE YOU WANT TO RECEIVE TRACKING INFORMATION FROM FEDEX OR UPS

ACCOUNT TO CHARGE (KFS #)

PROJECT MANAGER SIGNATURE

If charging to sponsored research, please briefly explain how it relates to the project and why it is a necessary expense.

### FOR SHIPPING OF HAZARDOUS CHEMICALS/MATERIALS OR EQUIPMENT OR SHIPPING OUTSIDE THE U.S.

All packages containing hazardous chemicals/materials must be taken to Central Warehouse for assistance.

Central Warehouse  
3 Discovery Drive  
(Behind the Public Safety Complex and across the street from Motor Pool)  
Tel. 860-486-6297



DISCLAIMER

Please note, including all appropriate health and safety notations on your packaging is the responsibility of the research group (e.g. marking requirements specific to use of dry ice packaging). This includes a responsible party having taken the online [Shipping and Transportation of Biological Agents](#) training to identify if your shipment contains hazardous materials/dangerous goods. IMS can connect you with EH&S if ever there is a related question.

### ACCOUNTING & PURCHASING ONLY

DATE RECEIVED

KFS #

FISCAL APPROVAL