

This form is used to apply for or make changes to an existing SJSU FedEx or UPS shipping account. The shipping account system allows a user to make online domestic and international shipments via FedEx and/or UPS CampusShip. Use of this account will be strictly for SJSU related business only. Personal services are not allowed in this program.

Complete all sections and obtain Approving Official's signature. Return form to Distribution and Asset Services, Ext. Zip 0001. If any questions, please call 408-924-1590.

Account Holder Information

1. Name: _____	Employee ID: _____	Phone: _____
2. Dept.: _____	E-Mail: _____	Ext. Zip: _____

Account Information

1. Request Type:	New Account	Update Current Account*	Close Account
*If update to current account, please explain reason for change: _____			
2. Courier Account(s) Requested:	FedEx	UPS CampusShip	
3. Shipping Restrictions:	Domestic Services	Domestic and International Services	
4. Default Service Level ¹ :	Next Day	Two Day	Three Day Ground
5. Provide Chartfield and Extended Zip to charge shipping expense to:			
Chartfield ² :	_____	Extended Zip:	_____

Authorization

Account Holder's Signature: _____	Date: _____
Approving Official's Signature ³ : _____	Date: _____
Approving Official's Name: _____	

For Distribution Services Use Only

Received Date: _____	Processed By: _____	Account(s) Created
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¹ Service level can be changed at time of shipment.

² Chartfield must contain Account – Fund – DeptID. Program, Project and Class codes are optional.

³ As outlined in the [Delegation of Authority for the Approval of Financial Expenditures](#)

(http://www.sjsu.edu/finance/policies_guidelines/daafe_guidelines/index.html)