

Finance – One Washington Square – San José, CA 95192-0001

Main: 408-924-1590

*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 <sup>1</sup> :	Next Day	Two Day	Three Day      Ground
5. Provide Chartfield <b>and</b> Extended Zip to charge shipping expense to:			
Chartfield <sup>2</sup> :	_____	Extended Zip:	_____

**Authorization**

Account Holder's Signature: _____	Date: _____
Approving Official's Signature <sup>3</sup> : _____	Date: _____
Approving Official's Name: _____	

**For Distribution Services Use Only**

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

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

<sup>3</sup> As outlined in the [Delegation of Authority for the Approval of Financial Expenditures](https://www.sjsu.edu/fabs/how-we-can-help/policies-guides/daafe.php) (https://www.sjsu.edu/fabs/how-we-can-help/policies-guides/daafe.php)