WCU BOOKSTORE
SHIPMENT REQUEST AUTHORIZATION FORM

The purpose of this form is to assure proper administrative and budget authorization for all requests by personnel to the WCU Bookstore to process outgoing shipments by UPS and UPS Freight

Date of request:______________________________

Ship to: ____________________________________________

_____________________________________________________

City_______________________  State______  Zip Code_______

Phone # _______________________ (For next day or 2 day shipments)

Declared value (if over $100.00) $____________

Department requesting shipment:

_____________________________________________________

Budget code to be charged:_______________  284040

The only object code that can be used for charging outgoing shipments is 284040
Please insure that your budget has sufficient funds in this line item before authorizing a shipment and charge

Shipments must be delivered to the WCU Bookstore by 3:00pm for same day shipping
During “RUSH” we cannot guarantee same day shipping

All requests must include a completed authorization form

Approved by _______________________________________

(Department Head)