

**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)