**Central Receiving, Delivery, and UPS Shipping**

**Permission to Ship Authorization**

Department Name: Date:

Account Chart String:

**Department Approval**

Approval Date:

Name of Approver:

E-mail: Phone:

Position:

Name of Purchaser: UWG ID#

Spending Limit: $

Description of items to be shipped. Please include all Names, Addresses, of recipient. Extra value insurance, if any.

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Priority – Ex Next Day Air

Quantum View email notice – Email to be sent to receiver information, includes tracking number.

Over 150 lbs? – Provide approximate weight.

Personal and Non UWG can be dropped off at the UPS Drop Box at UCC, or shipped via UWG Bookstore

**Purchasing Details**

Department Approver: Date:
 *Printed Name*

 Date:
 *Signature*