**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: $

Shipping Address and Recipient: Description of items to be shipped

Shipping Method: [ ] Ground [ ] 2-Day Express [ ] Next Day Standard [ ] Next Day Express AM [ ] Other:

Extra insurance value: $99 value is automatically included with each shipment. Extra value must be substantiated and increases shipping cost. If no extra value is needed please leave blank.

Email Address for Shipping Notifications Including Tracking:

Approximate weight: If over 150lbs Freight Shipping is required. Please contact us first.

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*