



Institute for Research of Electronics and Applied Physics

Shipping Request Form

Please send completed form to ireap-procure@umd.edu for approval

Requestor Name: _____
Phone #: _____
Email: _____
KFS Account #: _____

For Admin Office Use

Shipping Requisition # _____
Tracking # _____
Total Cost: \$ _____

Justification: (Explain why shipping is necessary and how it relates to the project that is being charged)

Recipient Information

Name: _____ Company/Institution: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Country: _____
Phone Number: _____ Email: _____

Does this item have an Asset Tag? Yes No Asset Tag#: _____

Please check one: Domestic International

A license may be required to ship items controlled by federal export control regulations. Your signature on this form indicates your awareness of and compliance with all federal export control regulations. If you need any assistance in verifying compliance, please contact Nancy Boone, 1201B ERF, nboone@umd.edu

Signature: _____

Date: _____

IMPORTANT: Are shipment contents hazardous, corrosive, flammable materials or contain Li Batteries?

If yes, please note the request required further approval and may result in additional processing time Yes

Description of Items: _____ Declared Value \$ _____

No. of Packages _____ Weight (lbs) _____ Dimensions: L" _____ W" _____ H" _____

Preferred Carrier: FedEx UPS Other: _____

Type of Service: Standard Overnight 2 Day 3 Day Ground

Please note: International Shipping requires custom documents to be completed

Item Exchanged or Returned for Credit (Please complete information in this section):

RMA#: _____ Purchase Requisition#: _____

Reason for return: _____