



# Institute for Research in Electronics and Applied Physics

## Shipping Request Form

Please send completed form to [ireap-procure@umd.edu](mailto:ireap-procure@umd.edu) for approval

Requestor Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Driver Worktag Number (Previously KFS): \_\_\_\_\_

<b>For Admin Office Use</b>
Shipping Requisition # _____
Tracking # _____
Total Cost: \$ _____

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

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### 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](mailto: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*

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

RMA#: \_\_\_\_\_ Purchase Requisition#: \_\_\_\_\_

Reason for return: \_\_\_\_\_

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