

## San Diego State University Shipping Request

<p>1.</p> <p>FROM: RECEIVING DEPARTMENT SAN DIEGO STATE UNIVERSITY 5555 CANYON CREST DRIVE SAN DIEGO, CA 92182</p> <p>TO:</p> <p>(PLEASE TYPE OR PRINT NEATLY)</p>	<p>2. HOW DO YOU WANT IT SHIPPED?</p> <p><input type="checkbox"/> UPS GROUND</p> <p><input type="checkbox"/> UPS NEXT DAY AIR</p> <p><input type="checkbox"/> UPS 2ND DAY AIR</p> <p>INSURE FOR: \$_____</p> <p><b>RESPONSIBILITY FOR LOSS OR DAMAGE</b> Unless a greater value is declared in writing in the space provided on this document, the shipper declares the released value of each package to be no greater than \$100, which is a reasonable value under the circumstances surround the transportation. For each \$100 or fraction thereof of declared value per package in excess of \$100, an additional charge, as slated on the rate chart in effect at the time of shipping.</p>	<p>3. Please complete the following if you want to ship UPS-Next Day Air, UPS-2nd Day Air.</p> <p>Department _____</p> <p>Signature _____</p> <p>Date _____</p> <p>This information must be completed, or we cannot ship your material by air express. (Please check the appropriate boxes in block 2.)</p>
--	--	---

4.	<b>WHAT ARE YOU SHIPPING?</b>			
	QUANTITY	BRIEF DESCRIPTION	VALUE	WEIGHT
REASON FOR RETURN: _____				

**TO WHICH ACCOUNT WOULD YOU LIKE THIS SHIPMENT CHARGED?**

Purchase Order \_\_\_\_\_ Service Order Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Foundation Purchase Order Number: \_\_\_\_\_ Foundation Account Number: \_\_\_\_\_

Athletic Purchase Order Number: \_\_\_\_\_ Other: \_\_\_\_\_

**A PURCHASE ORDER NUMBER OR AN ACCOUNT NUMBER MUST BE PLACED IN THE APPROPRIATE SPACE IN BLOCK 5, OR YOUR SHIPMENT MAY BE DELAYED.**

**THE RIGHT IS RESERVED TO EXAMINE ALL OUTGOING AND INCOMING SHIPMENTS ON WHICH **SDSU** WILL BE BILLED FOR THE FREIGHT CHARGES.**

Department \_\_\_\_\_ Signature \_\_\_\_\_

### SHIPPING INFORMATION

Date shipped: \_\_\_\_\_ Carrier: \_\_\_\_\_ Bill Number: \_\_\_\_\_ Charges: \$\_\_\_\_\_

Signature of Shipper: \_\_\_\_\_