



Geology Department Mail Request

The Department of Geology pays shipping costs for items associated with the educational mission of the program. Mailing items (boxes, envelopes, etc.) via USPS is allowable as a Department expense only. Items shipped for research purposes that have grant or lab support are not considered an allowable expense and must be shipped via FedEx or UPS. No exceptions.

Please fill out the form below and deliver to the appropriate administrator. The administrator will not refuse your package. However, if it is deemed that your shipment is not allowable by the Chair, the Department will ask for reimbursement from the sender. If the package is being paid for on a grant account, please include the shipping method and the grant worktag number below.

Select Shipping Method:		
USPS		FedEx
Requester:		
Please specify what is being shipped.		
What is the purpose/benefit for shipping this item?		
Worktag #:		
PI Signature (if applicable)		
Ship to Address:	Name	
	Address	
	Phone number	
Number and Weight of packages:		