



**Bioengineering FedEx Authorization Form**

Submit your request to [BEorders@hsseas.ucla.edu](mailto:BEorders@hsseas.ucla.edu)

**Requestor:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**FAU:** \_\_\_\_\_

**PI Name:** \_\_\_\_\_

**PI Signature/Approval:** \_\_\_\_\_

**Ship To:**

**Company Name:** \_\_\_\_\_

**To:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Telephone#:** \_\_\_\_\_

**Package Type:**

- FedEx Envelope
- FedEx Pak
- FedEx Box
- FedEx Tube
- Your Packaging

**Service Type:**

- FedEx Ground
- Standard Overnight
- Priority Overnight
- First Overnight
- 2-Day Express
- Express Saver
- Ground Home Delivery

**Special Services:**

- Dangerous Goods/Hazardous Materials
- Dry Ice
- Signature Required

**If International:**

- International Priority
- International Economy
- International First

*Note:*

1. Max package weight is 150lbs
2. If using "Dry Ice", place a "Dry Ice" sticker on your package
3. Advise via your request if the label is needed for a future date

**Package Details:**

What is it that you are sending: \_\_\_\_\_  
\_\_\_\_\_

How much does it weigh: \_\_\_\_\_

What are the dimensions of the package: \_\_\_\_\_

Declared Value: \_\_\_\_\_

Is it International: \_\_\_\_ Yes \_\_\_\_ No (If yes, further information is required below)

Is it Documents: \_\_\_\_ Yes \_\_\_\_ No (If no, further information is required below)

Country of Manufacture: \_\_\_\_\_

Quantity: \_\_\_\_\_

Unit Price: \_\_\_\_\_

Description: \_\_\_\_\_

***\*Required if Unit Price > 2500***

Harmonized Code: \_\_\_\_\_

TIN (EIN): \_\_\_\_\_

ITN: \_\_\_\_\_

***\*Required for International Freight***

SLC: \_\_\_\_\_

Booking#: \_\_\_\_\_

**Where will you be dropping off the package?**

- BE Main Office (ENG V, RM: 5121 at the Front Desk)
- Engineering Loading Dock
- CHS Loading Dock
- FedEx location

*Note:*

*If you are requesting pick-up from the office, your package will need to be brought to the office by 12:00pm for a courier dispatch on the date/day you agree on with BEOrders.*

