



Authorization To Pay Federal Express Charges

PART I.

Date Shipped/Received _____

(Check One) FEDEX Letter Package

Estimated Cost _____ Airbill Number _____

Budget Unit Name To Be Charged _____

Budget Unit Number _____ Expenditure Category 523600

Approved By _____ Date _____
Budget Unit Head

PART II.

AFFIRMATION OF RECEIPT

I certify the Federal Express service provided has been performed satisfactorily.

Shipper/Receiver _____ Date _____
Legible Signature

Note: Attach copy of airbill to AUTHORIZATION TO PAY form.

Forward completed form and airbill copy to the Purchasing Department's Administration Building bin or campus mailbox (10800) no later than (1) working day following shipment or charged delivery.