



REQUEST FOR COURIER ONLINE ACCESS TO FEDEX, PUROLATOR AND/OR UPS

Requestor's Name _____
Email address _____
Department _____
Extension _____
Default GL coding _____
Requested User ID _____

Please select all that apply

FedEx account Number _____
 Purolator Account Number _____
 UPS Account Number _____

The University's Policy states, "Use of the University's procurement resources for any personal or non-university business related to the acquisition of goods or services is not permitted. These resources include; but are not limited to, the requisition of delivery, customs clearances, or courier services.

Therefore, by signing this form, I acknowledge that:

I will use this account for authorized University of Guelph business only.

I will not use this account for any unauthorized use.

Employee Signature: _____

Supervisor/ Manager Authorization

The following portion is to be completed and signed by the department supervisor or manager

By signing this form, the supervisor/manager agrees to advise the University of Guelph's customs and transportation officer if the responsibilities and roles of this employee change and access is no longer required or has been modified.

Supervisor/ Manager Name _____
Title _____
Extension _____
Signature _____

Kindly email all completed and signed request forms to purchasing.helpdesk@uoguelph.ca to the attention of the Customs & Transportation Officer.