



**KENNESAW STATE
UNIVERSITY**
CAMPUS SERVICES
Postal Services

UPS Campus Ship Authorization

Please complete this form, save & upload to DocuSign for Signatures, and list CampusPostalServices@Kennesaw.edu as the final recipient (cc-receives a copy only)

If you have questions, please call 470-578-3194

Date:

Department Name:

Insured Amount:

Package is insured for \$100 automatically. If your package contains items valued for more than \$100, please indicate what the total insured value amount needs to be.

Do you require the recipient to sign for the package? If so, there may be an additional charge.

Yes

No

Preferred UPS Shipping Service ([check transit times for the estimated business days in transit](#)):

Ground

Next Day Air (Morning)

Next Day Air (End of day)

2 Day Air

3 Day Select

UPS Freight (*please include pallet approximate weight and dimensions in the box below*)

UPS International - Desired arrival date _____

Package to be delivered to (please include any Return Authorization # as needed):

KSU Employee/Sender:

Authorized Signature:

Speed Chart #:

Sender's Email:

MD #:

Phone #:

Campus Postal Services Use ONLY:

Package Dimensions: _____" x _____" x _____"

Weight: _____ lbs.