



**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](mailto: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.