Department Name	Acct Number	Special Code	Stores Use Only

MICHIGAN STATE UNIVERSITY
TRANSPORTATION SERVICE REQUEST

Date _____

_____
Approved by:
Signature required

Complete Address: (NO PO BOXES ALLOWED)

Attn: _____

To: _____

Address _____

City, State, Zip _____

E-mail Address for tracking notification _____

Replacement value of shipment $ _____

Insured? _____ Yes _____ No

MSU P.O. NO. Reference: _____

Vendor RGA or RMA NO: _____

Standard Ground	( )
3-Day	( )
2nd Day Air	( )
Next Day Air	( )
Common Carrier	( )
*International (Customs declaration papers are required)	( )

Commercial Delivery ☐

Residential Delivery ☐

Printed by Michigan State University Printing Services

MSU is an affirmative-action, equal-opportunity institution. O-22634

Stock No. 14028200

MATERIAL IS BEING RETURNED OR SHIPPED FOR:

QUANTITY	ITEMIZE MATERIALS BELOW GIVING COMPLETE DESCRIPTION AND STATE IN DETAIL WHY MATERIAL IS BEING SHIPPED. INDICATE APPROXIMATE TOTAL SIZE, WEIGHT OF SHIPMENT AND NUMBER OF PACKAGES.