

**FEDEX ONLINE SHIP MANAGER  
Request and Authorization**

**Mail Services - Southern Connecticut State University**

**1) NAME OF PERSON USING FEDEX ONLINE SHIP MANAGER:**

Name \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail: \_\_\_\_\_@southernct.edu

**2) BANNER ORG:**

Note: All FedEx online services will be charged to Account Code 773120 Postage

**3) TO BE COMPLETED BY THE BANNER COST CENTER MANAGER:**

My signature below authorizes the requestor listed in item 1 to utilize/order from the FedEx Online Ship Manager and costs incurred for express mail service will be applied to the Banner Org listed in item 2. I understand that I am responsible for maintaining this budget and I am also responsible for reporting a change in this authorization.

\_\_\_\_\_\* \_\_\_\_\_  
**Signature** **Date**

\* Since **you** are the Banner Cost Center manager for the listed Banner Org, your written approval to allow the requestor permission to directly order services from FedEx Online Ship Manager and charge such costs to your Banner Org is required. Although you may be authorizing this individual to acquire FedEx services, as the Banner Cost Center manager you are entirely responsible for maintaining expenses within your budget. Should a FedEx service bounce due to insufficient funds, the requestor will be immediately disabled from further use. If this should occur, you will need to resolve any budget problems before any future FedEx services can be processed. In addition, it is your responsibility to notify Finance and Administration should this user no longer have your permission to order express mail services through the FedEx Online Ship Manager.

**RETURN COMPLETED FORM TO:**

**Tony Brunetti, Mail Services, Wintergreen Building Room 143.** Access to the FedEx Online Ship Manager ordering system generally occurs within one week. Requestor will be notified of their username and password via e-mail.