

Addition – Ship To

Please Print

Ship to Code

Required Fields

Requestor's Name

Requestor's Phone
Number

Fax

Requestor's E-mail

Campus

UIC

UIS

UIUC

Chart/Organization Code
(from FOAPAL)

Chart

Org Code

Department Name
(Address Line 1)

Address Line 2

Rm/Building Name

Mail Code

Address Line 3

Street Address

Rm

Building

City

State

Zip

Please complete this form and submit it to the appropriate campus Purchasing Division.

Urbana Campus

Purchasing Division
212 Illini Plaza
1817 S. Neil St.
Champaign, IL 61820-5752

MC 602

FAX: 217-239-6877

EMAIL: urbanapurchasing@uillinois.edu

Chicago Campus

Purchasing Division
308 Marshfield Bldg.
809 S. Marshfield
Chicago, IL 60612-7203

MC 560

FAX: 312-996-3135

EMAIL: uicpurchasing@uillinois.edu

Springfield Campus

Purchasing Division
Business Services Building 106
One University Plaza
Springfield, IL 62703-5407

FAX: 217-206-6607

EMAIL: uispurchasing@uillinois.edu