

# Addition – Ship To

Please Print

Ship to Code

Required Fields

Requestor's Name

Requestor's Phone Number

Fax

Requestor's E-mail

University Location

Residential

If Residential, enter Contact Name

Campus

UIC

UIS

UIUC

UI System

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, MC 602  
1817 S. Neil St.  
Champaign, IL 61820-5752  
FAX: 217-239-6877

### Email:

urbanapurchasing@uillinois.edu

## Chicago Campus

Purchasing Division  
308 Marshfield Bldg. MC 560  
809 S. Marshfield Chicago, IL  
60612-7203  
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

## System Offices

System Purchasing and  
Support Services  
507 E. Green Street  
Suite 501, MC 407  
Champaign, IL 61820

### Email:

procurement@uillinois.edu