

UPS CampusShip User Request Form

Please fill out the following form and submit for approval to set up your CampusShip Account.

For Office of Business and Financial Services Use Only

Reviewed By _____

Approval Date _____

***Note: It is required that you have a P-Card in your name to access the UPS CampusShip program. It is in violation of University P-Card policy to share this information. (Please refer to the P-Card policy online or contact your P-Card office with any questions regarding this policy.) By submitting this request you are agreeing to be the sole user of this user name and password. This CampusShip account is assigned to the individual and not intended to be shared.**

| | |
|---------------------|-----------------|
| Name (Last, First): | Net ID: |
| Email: | Shipper Number: |
| Telephone: | Fax: |
| Department: | Street Address: |
| City: | Zip Code: |

| | | |
|---|-------------------------------|------------------------------|
| Do you currently have a P-Card*? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you currently (or expect to) ship Internationally? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Please specify the Campus on which you are located. | <input type="checkbox"/> UIUC | <input type="checkbox"/> UIC |

Submitting the Form upon Completion:

For UIUC, email the form to: servicedesk@uillinois.edu

For UIC, email the form to: mstanko@uillinois.edu

You will NOT have access to CampusShip until your form is approved. This process may take up to 3-5 business days. You will receive 2 email notifications when you are added to the CampusShip email program.