



### FedEx Dry Ice Shipping Access Request Form

Complete the fields below for your User Profile			
Required fields are highlighted in <b>red</b> .			
<b>First Name</b>		<b>Last Name</b>	
<b>Phone</b>		<b>Chart Field</b>  ORGANIZATION      Fund      ACCOUNT  PROJECT  PROGRAM      USER DEFINED      BUDGET YEAR	
<b>Email</b>			
<b>Address</b>			
Addr2			
City			
State			
Zip			
Country	United States		

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- Important! You are responsible for every package that you ship. Remember:**
- Before you ship a package, be sure that you know what is in it.
  - Errors in shipping or labeling Dry Ice or Hazardous Materials may lead to disciplinary actions, as well as potential sanctions against the whole university
  - Do not give out the OSU FedEx Account Number to external entities.
  - **Manager Approval Required**
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\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager – Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Email form to [osums@osu.edu](mailto:osums@osu.edu)