



## UPS ShipExec Access Request Form

Complete the form below for the UPS ShipExec User Profile

Required fields containing the Red \*

<b>First Name:*</b>	
<b>Last Name:*</b>	
<b>Email:*</b>	
<b>Address:*</b>	
<b>Address 2:*</b> "Bldg/Room	
<b>City:*</b>	
<b>State:*</b>	
<b>Zip:*</b>	

**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 will lead to disciplinary actions (up to and including termination), as well as potential sanctions against the whole university
- Do not give out the OSU UPS Account Number to external entities.

Manager Approval Required

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Phone

\_\_\_\_\_  
Manager Email

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