FedEx Shipments

O:/Cluster All/Policies and Procedures/Procedures/General/FedEx Process

**Requestor**

- Complete Shipping Memo (available online or hard copy in main office)

**Front Office**

- Email label to requestor
- Create FedEx label via UCD Buy
- Review Shipping Memo for completeness

**Requestor**

- Attach label and drop off package at Mail Division (3:30pm deadline)

**Front Office**

- Notify Mail Division by 3pm for courier pickup at 752-2077 ($11.75 fee)

- Mail Division is located at:
  - Hopkins Services Complex
  - 615 Hopkins Rd
  - (Across from the University Airport)
  - http://maildiv.ucdavis.edu/about/location.cfm

- FedEx drop-box located outside:
  - Bainer Hall
  - Mrak Hall
  - Silo

- Campus drop-box located outside:
  - Mrak Hall
  - RMI South

**Requestor**

- Email completed form to bftvship@ucdavis.edu with subject: FEDEX - SHIPMENT DATE - PI NAME (Example: FEDEX – 2/11/13 – L. HARRIS)

- Drop off sealed package to front office staff by 2:45pm

- ***HAZARDOUS MATERIAL PACKAGES should not be brought to the front office***

- OR

- Mail Division is located at:
  - Hopkins Services Complex
  - 615 Hopkins Rd
  - (Across from the University Airport)
  - http://maildiv.ucdavis.edu/about/location.cfm

- FedEx drop-box located outside:
  - Bainer Hall
  - Mrak Hall
  - Silo

- Campus drop-box located outside:
  - Mrak Hall
  - RMI South

- OR

- Leave in dept mail bucket for pickup with regular mail schedule

- Regular Mail Pickup Schedule:
  - RMI – MWF 8:15am
  - Bainer – MWF 8:15am
  - Everson – TR 1:30pm

**ALL HAZARDOUS MATERIAL PACKAGES MUST BE DELIVERED TO MAIL DIVISION BY LAB PERSONNEL BEFORE 2PM**